



## **JATC AREA VII INSIDE ELECTRICAL**

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Joint Apprenticeship & Training Committee MA #7001

# Policy and Procedures

# **Joint Apprenticeship & Training**

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Congratulations upon your acceptance into Area VII Inside Electrical apprenticeship program. The committee welcomes you to the beginning of a four-five-year commitment that you have made to become an apprentice electrician in this program. This career path you have chosen is a learned profession, not merely a “job”. You will take pride with this highly skilled level of trade, in addition to the academic education that is attained over the course of the next four years.

Skills, knowledge, and experience are the building blocks for success. They are also the foundation for apprenticeship training. When you complete this apprenticeship training program, you will possess the necessary skills, knowledge and experience needed to succeed in this occupation.

You have taken the initial step of an excellent career choice that will benefit you for a lifetime. This is your “pathway to success” ....

# TABLE OF CONTENTS

## REQUIRED POLICIES/PROCEDURES

|  |       |
|--|-------|
| EEO Pledge   | 1     |
| Anti-Harassment Policy Statement   | 1     |
| Credit for Prior Experience  | 2     |
| OJT Requirements (hours, work processes, rotation/partial rotation, monthly progress reports, timelines, applicable penalties) | 3-4   |
| Related training requirements (attendance, grades)   | 5-6   |
| Complaint procedures   | 7     |
| Advancement requirements (rerates, completions)  | 8     |
| Disciplinary process (appearances, holds, cancellations)   | 9     |
| Training agent requirements (approval, discipline, removal)  | 10-12 |
| Traveling training agent policy  | 13    |
| Initial employment policy  | 14    |
| Placement procedures for out-of-work apprentices   | 15-16 |
| License requirements, including exam referral and completion requirements  | 17    |

## OPTIONAL POLICIES/PROCEDURES

|                         |       |
|-------------------------|-------|
| Vacancies               | 18-19 |
| Committee membership    | 18-19 |
| Inactivity              | 18-19 |
| Committee meetings      | 18-19 |
| Acknowledgement Receipt | 20    |

## EEO Pledge

AREA VII INSIDE ELECTRICAL JATC shall not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 18 years or older.

AREA VII INSIDE ELECTRICAL JATC shall take affirmative action to provide equal opportunities in apprenticeship and shall operate the apprenticeship program as required under these rules and Title 29 CFR, Part 30.

## Anti-Harassment Policy Statement

This Joint Apprenticeship and Training Committee Area VII will not tolerate harassment in the workplace and/or in the field. We must operate in a climate of mutual respect and in an environment that enables all employees to perform to their best potential. Therefore, it is the JATC Area VII Inside Electrical policy to strictly prohibit harassment, as well as inappropriate or unwelcomed behavior that, if left unchecked, could become severe or pervasive as to constitute harassment.

Prohibited workplace harassment, which includes bullying, offensive comments/conduct, or discrimination, based on race, color, religion, sex (including sexual harassment and pregnancy discrimination), sexual orientation, gender identity, national origin; age (40 years of age and over), genetic information, or disability (physical or mental) or retaliation for protected EEO activity will not be tolerated. In addition, harassing conduct, where unwelcome verbal or physical conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment, will not be permitted. Retaliation against those who report prohibited harassment, misconduct, serve as a witness or participate in the Equal Employment Opportunity (EEO) process, or otherwise oppose discrimination and harassment is also strictly prohibited.

Every Training Agent, apprentice and all coworker employees have a responsibility to foster a harassment-free workplace. Employees who observe or believe they are the subject of workplace harassment are strongly encouraged to report such incidents as soon as possible through various channels, including, but not limited to, their immediate, second-level, or any other supervisor within or outside their chain of command, their bureau-level servicing human resources office, or the EEO Office that services their bureau.

Required committee policy from the approved standards:

### 1) Credit for prior experience

Applicants accepted by the committee, who have documented legal experience creditable to the apprenticeship in the skilled occupation or in some other related capacity, may be granted advanced standing as apprentices. (See OAR 839-011-0088 (3a) Apprentices admitted to advanced standing will be paid the wage rate for the period to which such credit advances them. (In licensed occupations previous credit must be documented legal experience).

Policy procedure:

- a. All apprentices claiming credit based on prior work experience/related training must qualify as follows:
  - i. Meet the 'minimum' qualifications for applicants outlined in the Standards
  - ii. Provide proof of official prior or current apprentice registration. Provide copy of another electrical license, if applicable.
- b. Credit for prior experience will be applied upon completion of the probation period of 2,000 hours on the job except for the purposes of complying with Exception #2 of the Selection Method as stated in the standards. However, the Committee may, at their discretion, grant credit for prior experience during the probationary period based on evaluation of the apprentice's skills, knowledge, abilities and documented legal work hours and applicable Related Training. Any award of advanced standing is subject to review throughout the probationary period.
- c. All requests for previous credit must be requested and provided on official documentation (at the discretion of the committee) and must show the skills, knowledge and ability of the applicant as specified below:
  - On the Job: Only lawfully obtained and documented experience that specifically applies to an Oregon license may be considered in granting credit for prior experience. Documentation must be legal work hours and specifically the satisfactory completion of hours spent on each work process identified under the standards, Section VIII, Work Processes, and
  - Related training: Certificates of class completion or a class transcript specifying a grade of 2.0 GPA or a "Pass" for non-graded classes. Subjects must be an equivalency to the classes identified in the standards, Section IX, Related/Supplemental Instruction.

Required committee policy from the approved standards:

**2) OJT requirements (hours, work processes, rotation/partial rotation, monthly progress reports, timelines, applicable penalties)**

**All work processes identified in this standard are to be completed prior to being recommended for completion of the program. Deficiencies in individual work processes (above the minimum hours required for licensure) shall be provided through simulated experiences and the method used recorded.**

**All OJT hours shall be recorded on monthly work progress reports, compiled and totaled by each apprentice and submitted to the committee.**

- a. Employment: Apprentices must work only for approved Training Agents, as per OAR 839-011-0143. Working for non-approved Electrical contractors may result in cancellation of the apprenticeship Agreement. In order to ensure safety and proper training in all phases of the work, apprentices must not work alone, other than as outlined for holders of valid 6500-hour cards. Performing work requiring an electrical license alone and without proper supervision is illegal (ORS 660.126) and may result in termination from the program. Any apprentice asked by an employer to work alone while performing work requiring a license, except for those holding valid 6500 cards, must immediately contact High Desert Apprenticeship or a member of the committee to report.
- b. Maintenance of Records: Apprentices must submit a properly completed monthly progress report signed by the instructor (during school months) and employer each month to High Desert Apprenticeship, Inc., P.O. Box 7103, Bend, OR 97708. **MPR's must be received on or before the first of the month** for the previous month's hours (example: January's MPR is due Feb. 1<sup>st</sup>, and **late Feb. 11<sup>th</sup>**). MPR's *postmarked* on the 11<sup>th</sup> of the month, or after, will be considered as late and will affect your scheduled re-rate. MPR's must be completed in a neat and legible manner.

All categories must be filled out including name, address, and telephone number.

All hours must be rounded to the full or half hour. No  $\frac{1}{4}$  or  $\frac{3}{4}$  hours will be counted. Record only the hours that the employer has paid the apprentice. High Desert Apprenticeship reserves the right to audit payroll records with recorded MPR hours.

Totals must be calculated at the bottom of each MPR and must be accurate and complete.

Any false information submitted on a MPR is grounds for cancellation from the apprenticeship program.

Apprentices who are out of work must continue to submit monthly progress reports every month. No supervisor signature is needed, since you are out of work, only the apprentice is required to sign.

Completed MPR's for the full six (6) month period under review - filed on time, on a month-by-month basis - are required to qualify for re-rate action. (Completed = all information provided, properly totaled, signed by the employer, signed by the instructor (when school is in session) and signed by the apprentice). (Xeroxed employer/instructor signatures are not acceptable.)

- c. There will be an automatic six (6) month hold placed on apprentices at re-rate time for the first late MPR. Once the 6-month hold is completed, you will be considered for re-rate at the next regular committee meeting." This hold goes into effect at the date of the late MPR *Any apprentice missing two (2) late or un-submitted MPR's at re-rate shall be sent a Proposed Cancellation notice, with notice to appear and is subject to disciplinary action.*

*A third late MPR will be an automatic cancellation from the program. This hold goes into effect at the date of the late MPR.*

- d. Committee is authorized to request submission of payroll records to verify accuracy of OJT totals shown on MPR's.
- e. An apprentice who is terminated from the program for cause will not be considered for re-admittance to the program for a period of one (1) year from the effective date of termination.

Required committee policy from the approved standards:

### 3) Related training requirements (attendance, grades)

**Classes will be scheduled and authorized by the committee. Attendance is required.**

**Successful completion of each subject shall be identified with a grade of “2.0 (C)” or better.**

Policy procedure:

- a. Related training is scheduled by the committee and requires a minimum of 144 classroom hours each year in Fall and Winter Term.
- b. Tuition: Tuition and book fees are set by the committee and must be paid by the first-class night of the term. Failure to pay tuition in a timely manner is cause for termination from the program.
- c. Attendance: Each apprentice will attend related training classes when scheduled. An apprentice, who has completed the related training requirements, but not the OJT, may request a temporary waiver from attendance. This waiver will be allowed one (1) time during the entire term of apprenticeship and not to exceed three (3) months in total duration.
- d. If an absence should occur the apprentice must include a Buck Slip along with the MPR for that month.
  - i. The Buck Slip must contain: the date of absence, the reason for absence, apprentice signature, instructor’s signature (if in class), and employer’s signature with an indication if the make-up assignment was received and completed satisfactorily.
- e. Any absence not covered by a Buck Slip will be considered ‘unexcused’ and may result in the apprentice being HELD at re-rate time. All absences need to be made up according to instructor timelines. Credit will not be given for classroom hours on unexcused absences.
- f. Excused Absences: After review of the submitted Buck Slip, the committee may consider an absence ‘excused’. No more than two (2) excused absences will be allowed in any single school term. A third (3) absence of any kind (excused or unexcused) will result in failure of the term. Apprentices may submit a buck slip to request an appearance before the Committee to appeal this action because of exceptional circumstances. All absences must be made up according to instructor timeline.
- g. Apprentices must maintain a “C” or better in order to be moved to the next class level.
- h. 4th year apprentices that have been released to exam and continue to sit in on class, will pay a \$30.00 fee to sit in on class (this will cover the costs for copies involved).
- i. One field trip per term for up to six (6) hours of RT given.
- j. School hours must correspond with work experience. Apprentices cannot attend Related Training classes beyond one (1) year of their OJT hours. 1<sup>st</sup> period apprentices that have completed 1000 hours OJT and lack Related Training will be permitted to be re-rated to 2<sup>nd</sup> Period if school is not available.



## **1. Out of Work Apprentices Related Training After the Fixed Curriculum is Exhausted**

- a. If the apprentice will be able to complete his/her OJT requirements within three months or less, no additional related training is required.
- b. If it will take three to six months for the apprentice to complete his/her OJT requirement, the apprentice is required to complete sixteen (16) hours of Continuing Electrical Education classes per term, to be completed during the time the fixed curriculum classes are in session. (All classes are to be approved by the Committee)
- c. If the apprentice will need at least six months or more to complete his/her OJT requirements, the following shall apply: If the cause for the lack of OJT is a lack of available work opportunities, the apprentice will be put on a six month leave of absence, with an option for immediate recall should work later come available. This means that he/she would not be eligible to work at a sub-prevailing wage or in a licensed trade during the leave of absence. If the apprentice is not recalled, the committee will review his/her status after six months and either extend or terminate the leave of absence. If after one year, work opportunities are not available the committee may consider terminating the apprentice with an option to return to the program should work become available.

Required committee policy from the approved standards:

#### 4) Complaint procedures

**The committee has established and defined specific procedures and expectations including appeal options in an effort to resolve any complaints.**

- a. An employer or apprentice, who has a dispute with the committee, must proceed as follows:
  - i. Submit the grievance in writing to the grievance sub-committee no less than fifteen (15) calendar days before the next committee meeting date for placement on the agenda.
  - ii. Attend the next meeting and attempt a resolution of the dispute.
- b. The outcome of the grievance will be communicated in writing to the grieved within fourteen (14)

#### 5) Process for the review and evaluation of apprentice progress

**Performance reviews based on achievements in knowledge, skills and abilities are scheduled for each regular committee meeting but not less than semi-annually with consideration of special evaluations upon written request.**

- a. Evaluations – Training agents are required to evaluate each of its apprentices monthly on each individual apprentice's MPR. The training agent's evaluation will be carefully considered when reviewing for progress.
- b. Components – The committee will review the following information to determine whether apprentices are progressing in accordance with the program standard:
  - i. OJT Training – MPR's will be reviewed for the following requirements:
    - Minimum number of total OJT hours
    - Current and timely MPR's
    - Employers' evaluation comments regarding job attendance, punctuality, quality and quantity of work, and safety practices
- c. Related Classroom Training – Term results and other pertinent documentation will be reviewed for the following requirements:
  - Attendance and minimum classroom hours
  - Passing grade C or higher
  - Current CPR Card
  - The cost of obtaining an up-to-date CPR/First Aid card will be paid for by the committee. A "no show" to the class will result in the responsibility for the apprentice to pay for and obtain current cards. No re-rate will be given until proof of current card is shown to Administrator.
  - The CPR card expires every twelve (12) months. First Aid card expires every three (3) years. Classes will be given before April of each year.
- d. Other relevant information will be reviewed as needed.

Required committee policy from the approved standards:

**6) Advancement requirements (rerates, completions)**

**A minimum of 1,000 hours of OJT and concurrent hours of related classroom instruction are required for each rerate.**

Policy procedure:

- a. Advancement/re-rate, i.e., moving from present training period to next training period is considered at each meeting. This also applies to consideration of recovery of re-rates lost because of a previous disciplinary action. Committee allows for 40 hours OJT and 6hours RT (while school is in session), at the time of the committee meeting.
- b. Mandatory Appearance before the committee: Both the employer and the apprentice may be required to come before the committee in any of the following circumstances:
  - i. If an applicant is not currently listed on the "Pool of Eligible Applicants"
  - ii. Special re-rate
  - iii. Credit for prior experience

Note: If the employer cannot attend, a licensed journeyman must attend as the company representative. If the required parties are not present, the action will be tabled to the next meeting and the employer will be cited to appear before the committee (subject to Policy #4) for disciplinary action for failing to appear.
- c. An apprentice requesting appearance before committee must have Buck Slip complete with employer's signature, instructor's signature (if in class), and apprentice's signature. The Buck Slip must be submitted to the coordinator at least 15 days prior to the next committee meeting.

Required committee policy from the approved standards:

**7) Disciplinary process (appearances, holds, cancellations)**

**All disciplinary procedures and / or actions shall be in written form and provided to appropriate parties. The committee will take progressive corrective action for apprentice and /or employer failure to satisfy program requirements.**

Policy procedure:

a. Disciplinary Action

- i. The committee will take corrective action for any failure to satisfy program requirements.
  - ii. Probationary Period– Your apprenticeship agreement may be canceled during the probationary period of 2,000 hours on the job and 144 hours of related training as specified in the program standards upon written notice to the Oregon Apprenticeship and Training Division.
  - iii. Hold – This action delays advancement in wage progression.
    - Non-Disciplinary – Advancement (rerate) is delayed until all advancement requirements have been satisfied.
    - Disciplinary – Advancement is delayed for failure to make satisfactory progress in the program.
  - iv. Notice to Appear – This action requires the apprentice to attend the next committee meeting to discuss the issue(s). If the apprentice cannot appear as directed, they must contact the apprenticeship coordinator to discuss other options.
  - v. Disciplinary Probation – The committee and the apprentice will establish an action plan to correct the problem(s), with appropriate timelines which, in no case, shall exceed 6 months from effective date of action.
  - vi. Proposed Cancellation – This action requires the apprentice to appear at the next committee meeting to show cause as to why their apprenticeship agreement and license should not be canceled.
    - The committee must provide at least 22 days written notice to the apprentice prior to the date their agreement will be considered for cancellation.
    - Failure to appear at the committee meeting will result in cancellation from the program.
  - vii. Final Cancellation – This action terminates the apprentice’s agreement and electrical license. Cancellation can occur only for a specified reason and only after the apprentice has been notified (Notice to Appear) and has had sufficient time to correct the problem (Disciplinary Probation, Proposed cancellation, or both). The committee will consider all information provided in the making its decision.
- b. Communication – The committee will notify training agents of any disciplinary action taken, and copies of all notices and related correspondence will be maintained in the apprentice’s file. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

Required committee policy from the approved standards:

**8) Training agent requirements (approval, discipline, removal)**

**Must provide proof of compliance with laws governing taxes, workers compensation, unemployment benefits, Construction Contractors Board Registration, licensing and any other requirements adopted by the legislature. Worker's Compensation must be in place before employing the first apprentice and may not lawfully employ an apprentice without prior approval as a training agent.**

Policy procedure:

- a. An Employer requesting approval as Training Agent shall be furnished:
  - i. Program Standards
  - ii. Committee policies/procedures Handbook
  - iii. ATD TA Registration Agreement
  - iv. Employer certification form
  - v. By participating in the Program as a Training Agent, an Employer understands it is their responsibility to read, be familiar with, and comply with all Program Standards and Policies and Procedures set forth this Policies and Procedures Handbook.
- b. For approval, an employer must:
  - i. Be an Oregon licensed Inside Electric contractor for at least six (6) months before making application.
  - ii. Must personally possess, or permanently employ, a full-time Oregon licensed supervising electrician.
  - iii. Committee is authorized to require submission of payroll records to substantiate this employment relationship.
  - iv. The employer's principal place of business must be within the committees approved geographical jurisdiction unless requesting approval as a traveling training agent under procedure #9 of this handbook
- c. Must provide proof of compliance with laws governing taxes, unemployment benefits, Construction Contractors Board Registration, Electric Licensing, and any other requirements adopted by the legislature. Worker's Compensation must be in place before employing first apprentice and remain active.
- d. An employer may not lawfully employ an apprentice without prior approval as a training agent. Such unlawful employment will cause denial of the request for approval and remain in effect for one (1) year.
- e. When requesting registration of an apprentice, a new employer is bound as follows:
  - i. May hire individuals from the existing list of Eligibles;
  - ii. May hire any registered apprentice, subject to the selection procedure limitations.
  - iii. May chose, as the initial apprentice, bona fide employees who have been employed by him/her for at least 3 months and 500 paid work hours prior to the request, provided the applicant meets the minimum qualifications of the Program Standards.
- f. By participating in the Program, Employers agree to comply with all provision of the Program Standards and Policies and Procedures Handbook, including but not limited to:

- i. Journeyman supervision.
- ii. Payment of wages.
- iii. Adherent to ratio - employer must supply list of Oregon licensed journeymen and name(s) of apprentice employees when hiring an apprentice. Approval of the new apprentice will be rejected if this information is not supplied.
- iv. Portability: school attendance by arranging work schedule which allows the apprentice to attend the classes as scheduled in their indentured area unless prior agreement is made with their committee.
- v. Maintenance of progress records - while the primary responsibility for filing monthly progress reports rests with the apprentice, the employer will, in a timely manner, cooperate with the committee in seeing that the apprentice presents these reports each month for signature and comment.
- vi. Leaving an apprentice alone to perform work requiring a license, and unsupervised by a licensed journeyworker, except as outlined for holders of valid 6500 cards, is illegal (ORS 660.126). Any violation reported will be subject to investigation and may result in disciplinary probation and termination of the Training Agent Agreement.
- g. An apprentice shall not be permitted to supervise the company or firm where the apprentice receives on-the-job training.
- h. When approved, the employer will be furnished with a copy of this Handbook and sign 'Acknowledge of Receipt' to be attached to the approval forms. By signing the Acknowledgment of Receipt, the Employer agrees to accept and comply with all terms and conditions set forth in the Policies and Procedures Handbook, including but not limited the Violations Procedure set forth in section m. below.
- i. Upon termination of an apprentice, an employer must send in a termination card (one per apprentice) to the JATC administrator within two (2) working days of termination. The termination card must have the reason for termination and must be reviewed prior to requesting another apprentice.
- j. No apprentice may work for an employer without an apprentice license. Upon hiring an apprentice, the employer has two (2) working days to send in an employment card to the JATC administrator notifying the JATC administrator of the new hire.
- k. If training agent rejections are excessive or appear inappropriate, in accordance with CFR 41 Part 60, the committee will direct the training agent to appear at the next meeting for review of training agents hiring practices/requirements and disciplinary action may result.
- l. Training Agents will be billed one half (1/2) of the monthly administrative and committee fee if an apprentice begins after the 15<sup>th</sup> of each month, through the end of the month. If apprentice works any day between the 1<sup>st</sup> and 15<sup>th</sup> of each month Training Agents will be billed the entire monthly administrative and committee fee (that is determined annually by the committee).
  - i. A monthly service fee is assessed for "inactive status" Training Agents and funds will support the apprenticeship program in Area VII. Should the Training Agents decide not to pay the monthly service fee, then they will be deleted from the State of Oregon Training Agent List Area VII Inside Electrical JATC and will have to re-register upon requesting an apprentice in this area. A training agent will become "inactive status" when they have not employed an apprentice for (1) month or longer and will therefore begin paying the \$30.00 monthly fee until an apprentice hire occurs. All past due fees must be paid in full prior to being reinstated as an active training agent.

Payment of administrative/committee fees is due and payable upon receipt.
  - ii. If a Training Agent is behind in payment of administrative fees by 30 or more days, it will be considered a violation of the sponsor's standard. Your apprentices will be pulled from your employment.

m. Violation Procedure-Training Agents

- i. All training agents are required to review and comply with the Committee's standard operation policies and procedures set forth in the Policies and Procedures Handbook, as well as applicable Building Codes Division rules and regulations.
- ii. After substantiation of a standard violation or by a complaint notice of a violation, the training agent in question will be cited to the next scheduled committee meeting. If the violation(s) is/are considered serious by the chair or a majority of the voting members, a special meeting may be called to address the problem. A violation that is serious in nature as deemed by the committee can result in an immediate termination of the Training Agent's agreement.
  - b. Prior to making application for new training agent status or to become active from an inactive status, the employer shall be free from any violations from BCD or CCB for a period of two (2) years. Training Agents must also remain in compliance with all state and local licensing requirements and regulations. Failure to do so may be subject to disciplinary action up to and including suspension and/or removal as a training agent in Area VII, regardless of active or inactive status, at the time of violation.
- iii. The committee will conduct an investigation of the complaint(s) and upon substantiation place the training agent on a minimum of six-month disciplinary probation. At its discretion, the Committee reserves the right to impose a longer probationary period, suspend, or cancel the Training Agent Agreement based upon on the severity of the violation or infraction in relation to OSATC requirements, ORS 660.137 and/or OAR 839-011, or other applicable rules and regulations.
- iv. If an additional violation occurs during any disciplinary probation period, the training agent in violation will forfeit the ability to hire any apprentice for an additional six months.
- v. If an additional violation occurs during the extended disciplinary probation period the result will be cancellation of the training agents' agreement and notice to any apprentices they may not work at the trade for this employer.
- vi. Any training agent cancelled under this provision will not be eligible to apply for training agent status for one (1) year from the date of cancellation. Upon re-application, the employer must demonstrate its ability to operate within the committee's operational standards and policies including applicable statute and rule together with OSATC policy and directive.
- vii. A training agent, after being cancelled under this provision, that reapplies and is approved, then suffers another violation within one-year will be cancelled and will not be eligible to re-apply for a period of 3-years from date of cancellation.
- viii. Committee action resulting in the cancellation of a training agent becomes effective the date action is taken.
- ix. During the training agent's probation period, payroll records will be checked randomly to ensure compliance with the committee's standards and policies.
- x. Training Agents and/or apprentices must report any BCD violation to the JATC administrator within seven (7) days of violation. Failure to comply will result in immediate termination from this program.

Required committee policy from the approved standards:

## 9) Traveling training agent policy

**Approved training agents from other jurisdictions must meet this committee's training agent requirements to be approved as a traveling training agent.**

Policy procedure:

- a. Approved training agents from other jurisdictions must meet this committee's training agent requirements to be approved as a traveling training agent in accordance with the following requirements:
  - i. A letter from the out-of-area apprenticeship program must be submitted verifying that the employer is an approved training agent, is currently in good standing with that committee, and has been a training agent for at least six (6) months prior to seeking traveling agent status with this committee.
  - ii. The traveling training agent may bring apprentices from its home jurisdiction with approval by that committee, if appropriate arrangements have been made for related training with this committee.
  - iii. If the traveling training agent does not bring apprentices from its home jurisdiction, it may hire apprentices from this committee's out of work list. If there are no unemployed apprentices, the traveling training agent may, at the Committees discretion, be allowed to hire apprentices from the ranked eligibility pool in accordance with approved selection procedures.
  - iv. Contractors located outside the geographical area of the Committee who do a majority of their work within the geographical area of this committee may request training agent approval. They must show proof of home base office for 24 months in Area VII. The Committee will ask the Director of ATD to grant exceptional training agent status to the company. Only the ATD Director has the authority to make this decision.



Required committee policy from the approved standards:

### 10) Initial employment policy

**If applicable, an applicant who has been placed in the ranked pool of eligible's shall be afforded a reasonable opportunity for employment and shall only be removed from the pool in accordance with the committee's published procedures.**

Policy procedure:

- a. The highest ranked applicant will be selected and referred for employment from the Ranked Pool.
- b. Individuals in the Ranked Pool may refuse one (1) employment referral. This refusal option must occur by phone, fax or email within the 24-hour period of being notified of the available position. As a confirmation, the employment notice shall be sent by US Mail to the last known address of the applicant. A second (2) refusal of employment shall cause the applicant to be removed from the Ranked Pool and notified in writing of the action sent by US Mail. The notification will include the reason for removal, the requirements for re-admission to the eligibility pool as applicable and any appeal rights available to the applicant. An applicant removed for this reason is not eligible to be considered for registration until the next open enrollment period.
- c. Upon written request, the committee will restore to the bottom of the ranked pool of eligible's an applicant who has been removed from the pool at his/her request, provided the individual had not previously been removed and returned to the pool.
- d. Upon written request, the committee will restore to the bottom of the ranked pool of eligible's an applicant who has been removed for failure to respond to an employment opportunity, provided the individual had not previously been removed and returned to the pool.

Required committee policy from the approved standards:

## 11) Placement procedures for out-of-work apprentices

**For construction employers, unemployed apprentices in good standing with the committee will be given the opportunity to be re-employed as soon as possible and prior to indenturing new apprentices. Apprentices cancelled by this committee will be granted credit for completed OJT and related instruction.**

Policy procedure:

- a. All unemployed apprentices in good standing with the committee will be given the opportunity for re-employment as soon as possible and prior to indenturing new apprentices as far as practicable.
  - i. Any apprentice who becomes unemployed must contact the committee within two (2) days. This may be accomplished by phone, fax or email notice to the apprenticeship coordinator. They will be provided a current training agent list at that time.
    - Training agents are also required to notify the committee within 2 days of terminating an apprentice's employment to provide information regarding the circumstances.
- b. Apprentices who are out of work must submit timely monthly progress reports with 0 hours. Since you are out of work, no supervisor signature is needed, only the apprentice and instructor (if in class) need to sign.
- c. The committee will refer unemployed apprentices in good standing with the committee to training agents requesting apprentices. Training agents must wait twenty-four (24) hours for a response from potential apprentice before requesting next apprentice on the out of work list.
- d. Unemployed apprentices must respond to training agents request for hire within twenty-four (24) hours. If the apprentice refuses an offer of employment, they must contact the committee to provide additional information.
  - i. Apprentices who are unavailable for reemployment must notify the apprenticeship coordinator and request a suspension (leave of absence) in writing; supporting documentation may be required. A suspension may not exceed 6 months, nor may it occur more than two (2) times during an entire apprenticeship except as noted below:
    - Active military duty – The apprentice must notify the committee in writing when deployed with anticipated date of return, and again when released from active duty. Failure to notify the committee upon release may result in cancellation from the program.
    - In times of economic hardship, the Committee will consider extended suspensions for apprentices who have been out of work ninety (90) consecutive days or more. The apprentice must submit a written request (buck slip) initially and again at each six-month review in order to remain in the program. The Committee will review apprentice status every six (6) months to determine need for additional leave time.

While on suspension, the apprentice may not perform electrical work as the apprentice license becomes invalid as soon as the Committee places the apprentice on suspension. A new license will not be issued until the apprentice is reinstated by the Committee. (Apprentice must request reinstatement to the Committee with a buck slip).

- ii. If an unemployed apprentice refuses an employment opportunity, the apprentice must submit a buck slip explaining why. If a second opportunity is declined the apprentice will no longer be in good standing with the committee and will be cited to appear at the next committee meeting.
  - iii. When offered an opportunity for reemployment apprentices have up to five (5) working days to report to work, or they will be placed at the bottom of the out of work list.
  - iv. If an apprentice on the out of work list receives an offer of work that is ten (10) working days or less, the apprentice will be placed back on the out of work list in the same rank as before the call to work came in, provided apprentice is in good standing with the committee.
- e. Employment Continuity – Apprentices must make every effort to maintain employment in the trade. You are not allowed to “moonlight” or “work on the side” in this trade or a trade-related industry. Failure to comply will result in your appearing before the committee for possible disciplinary action. The apprenticeship coordinator will verify whether an employer is an approved Training Agent.

Required committee policy from the approved standards:

**12) License requirements, including exam referral and completion requirements.**

**Prior to being referred for the electrical examination, an apprentice must document competency in each work process and in classroom instruction and have a minimum of 8,000 hours of legal work experience.**

Policy procedure:

- a. A limited supervision license may be acquired with a written request from the apprentice and his/her employer, subject to OAR 918-282-0270 as amended. A final term apprentice who has been issued a limited supervision license with at least 7,000 hours of on-the-job training and 504 hours of related instruction may work under indirect supervision at the discretion of the responsible supervisor on projects not exceeding eight hours duration and limited to 250V Phase to Phase or 150V Phase to ground.
- b. Referrals for license exam must come from the committee. Requirements for referral are:
  - i. Successful completion of 8<sup>th</sup> terms of related training (minimum of 576 hours); and
  - ii. Minimum of 8,000 legal hours of OJT in the appropriate work processes specified in the standards.
- c. The apprentice will have six (6) months to pass the license exam from the date of referral. However, the apprentice must sit for the license exam within three (3) months from the date of referral. Failure to pass the exam within six (6) months of referral, or failure to take the exam within 3 months of referral, will result in immediate completion from the program without benefit of license. At the discretion of the committee, additional time may be granted for completion of exam upon written request from the apprentice.
- d. Apprentices referred to exam must attend a 4<sup>th</sup> year class while school is in session, ((except as follows: on Page 4, 3) c of the Policies and Procedures. Upon completion of the OJT requirements, the apprentice *must* attend a 4<sup>th</sup> year class while school is in session, until passing the exam or is completed without benefit of license.)),
- (e) Apprentices referred to exam *must* continue to submit MPRs on a monthly basis until passing the exam or completed without benefit of license.,
- (f) apprentices completed without benefit of license *must* mail the current apprentice license back to High Desert Apprenticeship immediately after completion.
- (g) 4<sup>th</sup> year students must complete one (1) full fourth year of school, with a C minimum grade, before being referred to exam.

Required committee policy from the approved standards:

### **OPTIONAL POLICIES/PROCEDURES**

Policy procedure:

**1) When a vacancy occurs, the respective employer or employee members shall elect from their representation a replacement to serve the unfilled term of office consistent with ORS. 660.**

**2) Only employer committee members may recommend and vote for removal of an employer member, and such action shall be noted in the minutes. Similarly, only employee members may recommend and vote on employee member removal.**

**3) Inactivity: A member who fails to attend three consecutive committee meetings will be deemed inactive.**

**4) Meeting Schedule.**

a. Not less than semi-annually or as needed.

i. Scheduled meetings will be after each calendar quarter and are to be held on the third Monday of the month in January, April, July, and October.

ii. Apprentice rerates will be considered at each regular meeting.

iii. Requests to be placed on the agenda must be submitted to the Apprenticeship Coordinator not later than fifteen (15) days before the meeting.

### **5) Special Meetings Using Facsimile, E-mail or Other Electronic Media**

In addition to the minimum two annual required physical meetings, and in limited circumstances as set forth below, the Committee may take action through electronic polling utilizing facsimile, e-mail or other electronic media.

(a) Electronic polling is prohibited for issues requiring the personal appearance of applicants, apprentices, trainees, training agents or employers. All disciplinary actions require a physical meeting.

(b) The Committee, with qualified staff to perform clerical, ministerial, or other administrative functions as directed by the committee, may vote on the following matters via electronic polling:

1. Registering apprentices in ranked order from a committee approved list of qualified applicants.

2. Advancing apprentices to the next level of apprenticeship (re-rate) based on established criteria, including the issuance of "Indirect Supervision" or "Phased Supervision" cards for licensed trades; and/or

3. Citing apprentices to appear at the next regularly scheduled committee meeting for established reasons.

4. Refer apprentice to exam when they have 8000 OJT and 576 RT. Electronic minutes will be established the first of each month, to process this exam referral. (The apprentice is to contact the Administrator of High Desert Apprenticeship when the required hours have been met to be referred to exam.

- (c) Under circumstances as described above, staff may poll all committee members electronically with the options to either approve /disapprove or to defer the item for discussion to the next regularly scheduled meeting.
- (d) Voting committee members will be given 24 hours to respond to the question presented electronically. Any voting committee member may cause the issue to be deferred for discussion (i.e., approval must be unanimous among responding voting members).

If at least two principal employers and two principal employee members respond, and if all responding voting members express approval, committee staff shall prepare “Minutes of Electronic Actions.” These minutes will be so designated to distinguish them from minutes that arise from a regular “meeting” at which there is the opportunity for a deliberative process per Robert’s Rules of Order.

I acknowledge receipt of a copy of the Area VII Inside Electrical J.A.T.C. committee policies/procedures.

Dated: \_\_\_\_\_

The Handbook contains policies and regulations which I have read in full, understand, and acknowledge apply to me. I further acknowledge and agree to be bound by the policies and regulations contained in the Handbook and agree that I will also be bound by any additional policies and procedures which may be adopted by the Committee and communicated to me.

**NAME OF FIRM:** \_\_\_\_\_

**EMPLOYER SIGNATURE:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**OR**

**APPRENTICE SIGNATURE:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_