

AREA II INSIDE ELECTRICAL JATC POLICY HANDBOOK

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INTRODUCTION

Welcome to the Area II Inside Electrical program. You have chosen a worthwhile, creative, and rewarding occupation. During your apprenticeship you will receive on-the-job training (OJT) and related training classes to prepare you to become a journey worker. A committee of Electrical journey workers and contractors, otherwise known as the Joint Apprenticeship Training Committee (JATC), administers this program. The Area II Inside Electrical JATC is responsible under Oregon State Law for your apprenticeship program. You share a part of the responsibility toward developing a successful career.

It is our desire as the JATC to offer the best possible training program so that you can become the finest journey worker that you are capable of being. Work hard and diligently on the job, listen carefully to your journey workers instructions, and observe their work. Treat your journey worker with respect as that person is taking time to instruct you. You will find that you can learn something unique from each journey worker.

Apply yourself in the related training classroom. This additional requirement will enhance your knowledge in areas sometimes not covered on-the-job. Adhere to the policies and procedures that follow and you will successfully progress through the program. If you have questions regarding your apprenticeship contact:

Area II Inside Electrical JATC

Independent Electrical Contractors of Oregon

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You can also obtain forms and information from our Website at www.iecoregon.org

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1. **OPENING PROCEDURES** *(Revised 6/18/14)*

1.1 Explanation on what the Algebra “equivalent” criteria –Is one term of Algebra equivalent to Chemeketa Math 70 and passing with a grade of C or higher.

1.2 Ranked Selection Procedure – The Area II Inside Electrical JATC uses a ranked selection method for the selection and placement of new apprentices. Application openings will be determined by the committee.

1.2.1 Counties Willing To Work In – Applicants may have their choice of counties for initial placement. Applicants may apply to one or all of the counties within the Area II JATC jurisdiction: Marion, Lincoln, Linn, Benton, Polk, and the south half of Yamhill county.

1.2.2 Ranking – After the applicant has made his/ her initial selection from the counties listed above she/he is ranked and placed on the ranked pool-of-eligibles list, or the ready-for-employment pool (henceforth, either list to be referred to as the “ranked POE”).

1.2.3 Making Changes To Counties – Applicants on the ranked pool-of-eligibles will be allowed to make changes to his/ her designation of counties. They must submit request in writing to program administrator by e-mail, fax or mail.

1.2.4 Duration On The Pool – Individuals on the ranked pool-of-eligibles are retained in the pool for a period of two years. After 2 years your name will be dropped from the list and you must re-apply to the apprenticeship program during an opening.

1.2.5 24 Hour Response Initial Placement of Applicants—Once applicants have been ranked and placed on the ranked pool-of-eligibles list, they may be contacted by a training agent. The applicant must respond to any communication from any training agents within 24 hours. Failure to respond within 24 hours is construed as a refusal of an employment opportunity and will result in that person being moved to the bottom of the ranked pool of eligible list. A letter or e-mail will be sent to she/he detailing the reason(s) for this action.

1.2.6 Turning Down Job Opportunities – An applicant on the ranked RFE/POE cannot turn down a employment opportunity for distance, so long as the work is within his/her chosen counties. If the applicant on the ranked RFE/POE turns down a dispatch for any reason, or fails to answer a dispatch within 24 hours, she/he will be moved to the bottom of the ranked pool-of-eligibles list, and a letter or e-mail will be sent to she/he detailing the reason(s) for this action.

1.2.7 Removal Of Applicants From The RFE/POE Pool —Any applicant who is removed from the RFE/POE will be notified by mail or e-mail detailing the reason(s) for which she/he was removed and the appeal rights of the applicant. Applicants may be removed from the POE or ranked pool-of-eligible list at an earlier date by their request, with

reason given, in writing and submitted to the committee's administrator. Applicants will be removed from the ranked pool-of-eligible list after their failure to respond to two job assignments. This notification will be sent by mail or e-mail provided through the placement process.

1.2.8 Applicant Survey – Applicants will be surveyed every six months to determine the status of remaining on the ranked pool-of-eligibles. Failure to respond within three weeks will be considered a request for removal from the ranked pool-of-eligibles list. This notification will be sent by mail, e-mail or fax.

1.3 Ready for Employment Pool

- In January of each year the committee will work with its assigned apprenticeship representative to review registration information for the previous five years and determine the average number of annual apprentice indentures. The Ready for Employment List for the year will be adjusted if needed to equal 20% of the annual indenture average.
- Individuals will be placed on the Ready for Employment list in order of their rank in the Ranked Pool of Eligibles.
- An employer may select 1 individual from the Ready for Employment Pool.
- The employer's next new apprentice must come from the top of the Ready for Employment Pool. The employer may then select additional apprentices by alternating between selecting any individual from the Ready for Employment Pool and the top individual on the Ready for Employment Pool.
- When the Ready for Employment list falls to half of the 20% annual indenture average the committee may replenish the list by moving the next group of applicants from the top of the Ranked Pool of Eligibles list to the Ready for Employment list.

2. COMMITTEE COMPOSITION / OPERATIONS

2.1 Membership - Members of the committee shall consist of volunteers of our own industry. An equal number of employee and employer members, not to exceed four each, will represent the committee. Alternate employer and employee members may be selected on a ratio of one alternate member per principal member. See ORS 660.135, OAR 839-011-0074, OAR 839-011-0350

2.2 Employer Committee Member Description & Requirements

- Employer Representative: An individual in the Inside Electrical industry and Area II territory that has the ability to hire and fire employees.
- Must have a general knowledge and understanding of the Area II Inside Electrical industry.
- Must have the ability to donate the appropriate amount of time by attending the monthly JATC meetings. As a primary representative you must attend eight meetings a

year in order for you to remain on the Committee. As an alternate representative you must attend three meetings in order to remain on the Committee. Typical year has eleven meetings.

- Traveling Training agents may serve on the committee as an alternate if an appropriate number of local Training agents are not available
- Alternate Representative: Shall serve in the absence of primary members consistent with ORS (660.135(2) “The Alternate members may attend all committee meetings, participate in discussions and perform such duties as may be delegated to them by the committee, but may not vote at the committee meetings except when serving to substitute for an absent primary committee member. (See OAR 839-011-0074)

2.3 Employee Committee Member Description & Requirements

- Employee Representative: A current or retired Inside Electrical journeyman supervisor or Training agent in the Area II territory that can't hire or fire employees.
- Must have a general knowledge and understanding of the Area II Inside Electrical industry.
- Must have the ability to donate the appropriate amount of time by attending the monthly JATC meetings. As a primary representative you must attend eight meetings a year in order for you to remain on the Committee. As an alternate representative you must attend three meetings in order to remain on the Committee. Typical year has eleven meetings.

2.4 New Committee Members- The committee shall vote to appoint volunteers to fill vacancies.

- When appointing a person qualifying as Employer representative only Employer representatives of the committee may vote that person on.
- When appointing a person qualifying as an Employee representative only Employee representatives of the committee may vote that person on.
- If there is a tie vote the nomination fails for lack of majority.

2.5 Removal of Committee Members – Committee members may be removed by their written request, inactivity or failure to abide by the policies and procedures of this committee. A committee member may be removed by a majority vote.

- When removing an Employer Representative from the committee only Employer representatives of the committee may vote to remove that person.
- When removing an Employee Representative of the Committee only Employee representatives of the committee may vote to remove that person.

- The Committee may appoint a replacement committee member at the same meeting at which it removes a committee member.

2.6 Officers – The committee members shall elect a chairperson and a secretary from the existing members. One of the officers must be an employer member, and the other an employee member. The officers shall serve no less than one-year and no more than two years without a contested, secret ballot election. Elections shall be held in March. Members from the main committee will chair subcommittees formed by the main committee. See ORS 660.135

2.7 Chairman /Secretary Position Minimum Requirements

- Must have the ability to donate the appropriate amount of time beyond attending the monthly JATC meeting.
- Must have a general knowledge and understanding of the Area II Inside Electrical industry.
- Must be currently active or retired as an Area II Inside Electrical training agent or journeyman and have served on the Area II JATC for a minimum of two years.

2.8 Meetings –The committee will regularly meet once a month; the third Wednesday of each month. Subcommittees will meet in between regular committee meetings as needed.

2.9 Requests to Appear– Employers and apprentices wishing to address the committee should submit their request in writing by e-mail, fax, or mail to the committee administrator. Requests are to be submitted to the administrator no later than the 10th day of the month.

2.10 Electronic Meetings (*Adopted 5.19.10*) – Conducting business using facsimile, e-mail or other electronic media as directed by the committee is only permitted on the following items:

- Removal or accepting a new pool of applicants.
- Registering apprenticeship in ranked order from a committee approved list of qualified applicants.
- Advancing apprentices to the next level of apprenticeship (re-rate) based on established criteria.
- Citing apprentices to appear at the next regularly scheduled committee meeting for established reasons.
- Referring to sit for State Exam.
- Reinstate apprentice to active status based on established criteria.

Under circumstances as described in the first paragraph, staff may poll all committee members electronically with the options to either approve or to defer the item for discussion at the next regularly scheduled meeting.

Voting committee member will be given 24 hours to respond to the question presented electronically with the options to either approve or to defer the item for discussion at the next regularly scheduled meeting.

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

Electronic polling is prohibited for issues requiring the personal appearance of applicants, apprentices, trainees, training agents or employers.

- 2.11 Agenda** – Employers and apprentices wishing to address the committee should submit a request to the administrator by the 10th of the month of the regularly scheduled meeting.

3. APPRENTICE POLICIES

- 3.1 Continuity** –The committee is obligated to provide, as far as practical, continuous employment for all its apprentices. A part of that responsibility is shared by you, the apprentice, by reporting to the program administrator to be placed on the out-of-work list. Apprentices looking for work must report to the administrator every Monday morning by noon for the entire duration that they are out of work. Apprentices on the out-of-work list will be dispatched to training agents requesting an apprentice. Apprentices must work ONLY for this committee’s approved employers (training agents). Working as an apprentice for a non-approved training agent will result in a proposed cancellation from the program and OJT hours worked for non-approved training agents will not be recognized.

- 3.2 Apprentice Probationary Period** (*Revised 6/18/14*) - All apprentices are subject to an initial probationary period, stated in hours of employment during this time; an apprenticeship agreement may be terminated without cause. It is the period following the effective date of the apprentice's current registration into the program and during which apprentice's appeal rights are restricted. (See ORS 660.126 (1g) The probationary period shall be the first 2,000 OJT hours of employment, or one year after the current registration to this standard, whichever is shorter. (See ORS 660.126 (g))

- 3.3 CPR and First Aid cards** (*Adopted 2/15/12/ Revised 6/18/14 / Revised 4/20/16*) -Must obtain an adult CPR and First Aid card within 90 days of your indenture date. You must maintain the cards throughout the duration of the apprenticeship program. Failure to do so will result in being cited to appear before the committee with the possibility of being cancelled or placed on probation. **Online classes are not allowed.**

- 3.4 Required Identification** – Apprentices must possess a current valid Direct Supervision or Indirect Supervision license issued by the Bureau of Labor and Industries Apprenticeship and Training Division and a current valid Oregon driver’s license or a current valid Oregon photo identification card and carry both of these cards at all times whether on the job or in the related training classroom. Direct Supervision or Indirect Supervision cards and a current valid Oregon driver’s license or current valid Oregon photo identification card must be made

available for inspection by an agent of the inspecting jurisdiction, the State of Oregon, or the Area II Inside Electrical JATC (MA2016) at any time on any job or in any related training class. See OAR 839-282-0120(1), OAR 839-282-0270(1) (b). Violation of the required identification policy will result in the following action:

- **First Violation** will result in the apprentice being placed on six-month probation and held in place (period) during the probation period. The apprentice will be required to obtain a current valid Direct Supervision or Indirect Supervision license and a current valid Oregon driver's license or current valid Oregon photo identification card as applicable within 30 days of the cite to Appear date. A cite to appear will be issued to the apprentice requiring the apprentice to attend the next month's Area II JATC meeting and present the Direct Supervision or Indirect Supervision license and a current valid Oregon driver's license or a current valid Oregon photo identification card to the Area II JATC for inspection and photocopying. The photocopy will be filed in the apprentice's file.
- **Second Violation** will result in the apprentice being placed on one-year probation and held in place (period) during the probation period. The apprentice will be required to obtain a current valid Direct Supervision or Indirect Supervision license and a current valid Oregon driver's license or current valid Oregon photo identification card as applicable within 30 days of the cite to appear date. A cite to appear will be issued to the apprentice, requiring the apprentice to attend the next month's Area II JATC meeting and present the Direct Supervision or Indirect Supervision license and a current valid Oregon driver's license or a current valid Oregon photo identification card to the Area II JATC for inspection and photocopying. The photocopy will be filed in the apprentice's file.
- **Third Violation** will result in the apprentice being terminated for cause from the Area II Inside Electrical Apprenticeship Training program. Please Note: Reinstatement in the electrical apprenticeship will not be considered until at least one year has passed following the date of cancellation for cause.

3.5 Citations to Appear– Apprentices who do not comply with the Area II JATC policies will be cited to appear before the committee. Apprentices who do not comply will be sent a second letter citing the apprentice to another committee meeting for a proposed cancellation of the apprenticeship agreement. Failure to appear at this meeting will result in a cancellation of the agreement. A certified letter will be mailed to the apprentice stating the reasons for cancellation and his/ her appeal rights if completed from their probationary period.

3.6 Training Agent Request to Appear (*Revised 6/18/14*) – The employer and/ or the related training instructor of any apprentice cited to appear before the JATC may be required to appear with the apprentice.

3.7 **Disciplinary Probation** (*Adopted 4/21/2010*)

- Is imposed when the apprentice's progress is not satisfactory
- It is used to provide an opportunity for this apprentice to correct deficiencies as identified by the committee.
- Apprentice's appeal rights are not affected by the disciplinary probation
- Disciplinary Probationary Agreement- a formal agreement between the Committee and Apprentice
- The agreement defines the problem and the corrective action the apprentice must take to correct the problem(s), with appropriate timelines. Breach of agreement may result in withholding wage advancements, suspension or cancellation of the apprenticeship agreement and/or other disciplinary actions.
- The Committee will notify training agents of any apprentices employed by them of the Disciplinary Probation status and of any disciplinary action taken.
- Copies of all notices and related correspondence will be kept in the apprentice's file.
- Disciplinary Probation and the reason for the action will be recorded in the committee minutes.

3.8 **Monthly Progress Reports (MPR)** – Each apprentice must submit a complete and accurate MPR for each month that s/he is registered as an apprentice, whether the apprentice is working or not, to the program administrator's office on or before the 10th of the following month. When the 10th falls on a Saturday, Sunday, or holiday, the MPR must be in no later than the next business day at 5 PM.

Failure to maintain accurate (which is to include current address and phone number as well as accurate OJT information) and timely MPRs will result in the apprentice receiving a citation to appear to the next committee meeting. Timely MPRs are defined as no more than one MPR received late or missing during a six-month period; January through June, or July through December. MPRs for the months of June and December must be received and on time for the apprentice to be considered for a re-rate.

Improperly reporting hours not worked as hours worked on an MPR will result in the following action:

- **First Violation** will result in the apprentice being placed on six-month probation and held in place (period) during the probation period. All incorrect hours deducted. The apprentice will be required to attach pay stub copies to the next six months of submitted MPR reports.
- **Second Violation** will result in the apprentice being placed on one-year probation and held in place (period) during the probation period. All incorrect hours will be deducted

and the apprentice will be required to attach pay stub copies to the next **12** months MPR reports.

- **Third Violation** will result in termination from the apprenticeship and training program.

3.9 Related Training (*classroom instruction*) – Classes generally will be held at Chemeketa Community College or where directed by the committee. Classes will be held at least two nights a week during fall, winter, and spring terms. Apprentices must be indentured into the Area II program by the first night of class in the fall.

Legitimate religious and/or military conflicts will be addressed on an individual basis. Failure to attend related training class, as reported to the committee by the related training instructors, will result in a proposed cancellation. See ORS 660.157, ORS 660.160

3.10 Class Registration and Tuition – Registration for classes, beginning with fall term, is mandatory. Failure to register will result in a proposed cancellation. Tuition will be paid according to Chemeketa Community College policy or based on policy set by the Committee. Failure to comply with Chemeketa Community College policy on tuition payment will result in a proposed cancellation.

3.11 Class Books – Apprentices will be required to obtain all books required for classes by the related training instructors **prior to the first day of instruction.**

3.12 Area II Lab/Equipment Rules (*Adopted 9/16/15*) – Apprentices must follow all the rules of the lab at all times, which will be posted on the wall in the lab. These rules are subject to change at any time. Fail to follow these rules will result in being cited to appear before the committee.

3.13 Mandatory Apprentice Field Trip – All apprentices 1st -4th year must attend the mandatory filed trip when scheduled. Failure to attend will result in the apprentices next re-rate held until the next scheduled re-rate meeting six months later. The apprentices will receive a letter with all the information. This field trip will count for related training hours.

3.14 Advancement in the Program (Re-Rates) (*Revised 2.15.12*) (*Revised 6/18/14*) –Apprentice records are reviewed semi-annually for re-rating (advancement in the apprenticeship program from the present period of progress to the next period) at the January and July committee meetings. Re-rates will be based on:

- Timeliness of MPRs
- Recommendations from employer and instructor
- Possession of current CPR and first aid cards within the first 90 days of your indenture date and maintain throughout the duration of the apprenticeship program.
- Completion of the next period OJT & related training requirements.

3.14.1 Rerate Held Short OJT & Related Training Hours - Apprentices currently in good standings with the committee who had insufficient on-the job training/related training (OJT/RT) hours may, upon completing the applicable requirements, can submit a request by e-mail, fax or mail to the program administrator requesting the committee's evaluation for advancement at the next committee meeting.

3.14.2 Request For Rerate - The Apprentice must submit a request in writing by e-mail, fax or mail by the 10th of the month of the committee meeting, and must be signed by the apprentice's employer.

3.14.3 Rerate Effective - The re-rate, if granted, will become effective the first day of the following month.

3.14.4 Rerate Held For Cause - If the apprentice's re-rate is held for cause, the apprentice is in administrative probation for six months and no request for evaluation will be considered until the completion of the probationary status. The next evaluation following administrative probation status will be the next semi-annual evaluation (January/July evaluation).

3.15 Re-Rate Schedule

Period	Percentage	Minimum OJT	CPR Card/ First Aid	Minimum Related Training
1st year apprentice				
1st	40%	0	n/a	0
2nd	50%	700	Current	48 hours (Complete 1st year fall term)
3rd	55%	1800	Current	144 hours (Complete 1st year)
2nd year apprentice				
4th	60%	2800	Current	192 hours(Complete 2nd year fall term)
5th	65%	3800	Current	288 hours (Complete 2nd year)
3rd year apprentice				
6th	70%	4700	Current	336 hours (Complete 3rd year fall term)
7th	75%	5700	Current	432 hours (Complete 3rd year)
4th year apprentice				
8th	80%	6500	Current	480 hours (Complete 4th year fall term)
Referred	80%	8000	Current	576 hours (Complete 4th year)

3.16 Indirect Supervision License- – The Indirect Supervision Electrical Trainee license is awarded to apprentices who:

- Have attained at least 6,500 hours of OJT
- Are currently in the 8th period of apprenticeship
- Have received the recommendation of his/her employer and related training instructor
- Have been provided a copy of and read OAR rule 839-282-0270
- Have signed a statement indicating an understanding of the rule.

A license under this section allows the apprentice to work under indirect supervision at the discretion of the responsible supervisor on projects not exceeding enough hours duration and limited to 300 volts phase to phase or phase to ground. The Indirect Supervision Apprentice is counted as an apprentice when determining the ratio of apprentices to journeyman. Such apprentices shall not supervise the work of others. *See OAR 839-011-0280, OAR 839-282-0270(3)*

3.17 Failure to Advance – Apprentices not re-rated (advanced in the program) will be held at the current period and given a period of time, not to exceed the next scheduled re-rate, to make the necessary accomplishments to qualify for advancement. Failure to make the required accomplishments may result in being held for a maximum of one year from the original hold in period before proposed cancellation.

3.18 Prior Electrical Experience (*Revised 6/24/15*)- Credit for prior experience will be applied upon completion of the probationary period of 2,000 hours of employment, or one year after the current registration to this standard, whichever is shorter. If the apprentice is coming in under a transfer (# 1) or re-entry exception (#3) or holds a current Residential or Manufacturing Plant license apprentices will be granted the experience based on the terms listed below. Apprentices who wish to receive credit for prior legal electrical experience from a state or federally registered apprenticeship program or Oregon electrical licenses must submit all documentation of registered work and related training experience to the program administrator within the **two years** of being registered in this program. This documentation must be submitted on certified or official letterhead, define the work accomplished and for on the job training defined by category and hours. The committee will determine the amount of credit to be granted. No considerations of credit for previous experience will be made beyond the apprentice's first **two years** of being registered in this program.

3.18.1 Current Apprentice (Transfer) (*Added 6/24/15*) -Active apprentices who have completed their probationary period and are in good standing in a registered Inside Electrician apprenticeship program will be permitted to transfer to the Area II Inside Electricians JATC program. Their names will be placed at the bottom of the out of work apprentices in order of date receipt of application.

3.18.2 Experienced Apprentices (Re-entry)*(Added 6/24/15)* -Experienced apprentices who gained a minimum of 2,000 OJT hours and 144 hours of related classroom experience in a registered inside electrician program shall be permitted to enter this program as far as practical and pick up their training where they left off instead of entering as a beginning apprentices; make application to the program at any time provided they:

- a) Meet the current minimum qualifications of this program.
- b) Gained their experience during the 2 years prior to making application and
- c) Were not terminated from an apprenticeship program for cause.

These individuals will be placed at the bottom of the out-of-work list.

3.18.3 Residential Journey worker License - Applicants holding a valid residential journey worker electrical license issued by the state of Oregon will be considered for advancement in the Area II JATC Apprenticeship and Training program. Qualified applicants will be brought into the program and they may be granted up to two years of on-the-job and related training experience and be placed in 5th period apprentice, 3rd year Related Training.

3.18.4 Manufacturing Plant Journey worker License - Applicants holding a valid State of Oregon manufacturing plant journey worker electrical license will receive 4,000 OJT hours of previous experience credit and 288 hours of related training experience credit. The 4,000 OJT hours of previous experience will be applied toward the completion of the following categories: 1,500 hours applied to commercial installations, 1,500 hours applied to industrial installations, and 1,000 hours applied to intercommunication. To be eligible for referral to the general journeyman's examination, all of the state minimum requirements must be met in all categories: residential, commercial, industrial, intercommunication, stock room and materials, underground, trouble shooting, finish and fixture hanging. This documentation must be submitted on certified or official letterhead, define the work accomplished and for on the job training defined by category and hours.

3.18.5 Electrical experience obtained prior to two years *(Adopted 6/24/15)* - Electrical experience obtained prior to two years will be considered for approval at the discretion of the committee, and based on the current NEC code cycle. At no point shall the committee grant more than 6000 OJT hours & three years of related training.

3.19 Granting Work Experience – Apprentices with work experiences equaling less than 50% of the hours listed for each work process set forth in the standards will be given adequate related training to compensate for the lack of on-the-job training. A written statement will be included in the apprentice's file noting the specific extra related training credits granted in

compensation for less than 50% of specific work experience requirements.

Note: *No work experience can be less than the minimum hours required under the Electric and Elevator Board licensing rules. For those work experience categories in which the committee's required number of hours is equal to the state minimum requirement (Area II categories E-H), 100% of the committee's required hours must be attained. See OAR 839-011-0265.*

- 3.20 **Suspension/Leave of Absence** (*Adopted 4/21/10*) – An apprentice license on suspension means an apprentice is relieved of all related training, administrative and OJT (*on the job training*) requirements for a set period of time.

The committee may place any apprentice license on involuntary suspension for the reasons listed below after a notice to appear is mailed to the apprentice. Failure to appear will result in disciplinary action. Apprentices who are unable to fulfill the responsibilities of their apprenticeship can request a voluntary suspension (*leave of absence*) by submitting a suspension form and their apprenticeship license to the Committee. Apprentices requesting suspension must attend the next Committee meeting failure to do so could result in denial of the request. Approving a suspension is at the discretion of the Committee. *For example:*

Voluntary suspension apprentice written request:

- Military deployment
- Unemployment expected to exceed 6 months
- Family, personal, medical and financial reasons. **Note:** (*Adopted 6/24/15*) If medical the apprentices returning from a medical leave must first provide the committee with a medical release form from a licensed health care provider.
- Other (explain)

Involuntary suspension:

- Safety violation
- Employment discharge with a no rehire letter
- Conduct at related training
- Have been unemployed for 6 months or longer
- Other(explain)
- The apprentice must contact the administrator before their suspension expires. If additional time is necessary, a written extension request must be submitted with supporting documentation.
- The apprentice must notify the administrator in writing if ready to return prior to suspension expiring. Upon notice the administrator will place the request on the Committee's agenda for its next meeting. The committee will than take action to reverse suspend (*un-suspend*) the apprentice in the meeting minutes. Minutes will be forwarded to ATD BOLI and the apprentice will be issued a license and be able to resume work legally upon receiving the license. If not employed by a training agent an apprentice must appear

before the committee to review reinstatement which can be denied.

- Apprentices who fail to contact the administrator before their suspension agreement expires will be cited to appear at the next committee meeting. Failure to appear may result in cancellation from the apprenticeship program

3.21 Transfers – Apprentices registered in a state or federally approved inside electrical apprenticeship program, or any other committee-approved JATC of similar nature will be considered at the level of wage rate period and related training equal to or beyond one year of experience, as indicated on official documents and a letter from the applicant’s previous apprenticeship committee. The letter must verify that the transfer applicant was an apprentice in good standing with the previous committee at the time of withdrawal from the program. The letter must also include the total number of on-the-job and related training hours completed by the apprentice while in their program, provided that the previous apprenticeship program’s standards for advancement and related training progression are similar to Oregon apprenticeship and training guidelines and the established standards of this committee.

3.22 Completion of the Program – Qualifications for the license examination and completion of the apprenticeship program will be: a minimum of 8,000 OJT hours in the work experience categories listed below, attendance and completion of all related training classes and terms, and recommendation from the committee to the Building Codes Division/ Electrical Licensing-Section. See ORS 660.205(1); OAR 918-282-0170

WORK PROCESS CATEGORIES	MAXIMUM OJT AMOUNT
a. Residential Installations (1000*)	2,000
b. Commercial Installations (1000*)	3,000
c. Industrial Installations (1000*)	1,500
d. Intercommunication, Signal, & Control Systems (500*)	1,000
e. Stock room & Materials (100*)	100
f. Underground Construction (100*)	100
g. Troubleshooting & Maintenance (250*)	250
h. Finishing & Fixture Hanging (50*)	50
TOTAL	8,000
*In licensed occupations apprentices must complete the minimum required total hours prior to being referred to the license examination. For more information on the Electrical Licensing Requirements they are listed under OAR918-282-0170.	

Apprentices are required to take the license exam a minimum of three times within a one year-period from the date of referral. Candidates failing to pass the exam during this time period will be required to attend the next committee meeting following the one year anniversary.

Apprentices, who have not passed the exam, must continue to submit a signed MPR with work hours for each month they remain in the program.

These apprentices will continue to be evaluated every six months during their apprenticeship. Apprentices who have not passed their exam by the start of fall classes will be required to attend committee-directed related training class. If, after one year from the original date of referral, an apprentice has not passed the exam, that apprentice will be completed from the Area II apprenticeship program.

Completion date from the program shall be considered the date on the letter received by the Apprentice announcing he/she has passed the Exam. If the Administrator does not receive proof of that letter from the Apprentice in a timely manner then the completion date will be considered the date the Administrator verifies the license on the Building Codes Division website.

- 3.23 Reinstatement** – Application for reinstatement in the electrical apprenticeship will not be considered until at least one year has passed since the cancellation for cause date has expired. The apprentice must have completed the first calendar year of his/her apprenticeship.

TRAINING AGENTS *(Revised 9/16/15)*

- 4.1 Duration of Business Operations** -Qualified applicants must be able to provide verifiable proof that they have operated as an electrical contractor for a minimum of 1 year in Oregon or another state with similar licensing requirements. Operation of a construction business, other than electrical contracting may be taken into consideration for reducing the 1-year requirement, but in no case should the length of time be reduced to less than 9 months of operation as an electrical contractor.

- 4.2 Ownership of Training Agent Shop** *(Revised 9/16/15)* – 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.

***Note:** The Council and Division will permit committees to prohibit employer-apprentices on an individual basis when there is a credible factual basis to show that an owner-apprentice cannot comply with the statutory requirements for training agent approval.*

4.3 Training Agent Application Checklist (*Revised 4/16/14*) (*Revised 9/16/15*) – The employer, upon request, will be given a TA application packet consisting of the following documents:

- Completed Training Agent agreement form
- Questionnaire Form
- Signed **IETT trust agreement**
- Completed **ratio verification form**
- Place of Business form**
- If you have a home office:** Submit a copy of your local business license showing you are able to work out of your home, if your specific county requires you to have one. If it's not required please submit something in writing from that county/city stating that.
- Give a brief description on your company & Signing Supervisor.** How your company got started, how long you have been in business etc. Also include a brief description on the signing supervisor. When he started and verifying that your signing supervisors primary job is with your company.
- Provide letter of good standing** (*Adopted 9/16/15*)- If you are a contractor that is registered as a training agent with a committee in the geographical area where his/her principle place of business is located, you would need to provide a letter of good standing from the program administrator. Therefore you wouldn't need to attend the committee meeting for approval as stated otherwise is section 4.7.
- Provide payroll records showing employment history for your signing supervisor.
- Signed supervisor/ contractor **Training Agent Policy form**
- Copies of current Supervisors' and Journeyman's licenses
- Copy of **current Electrical Contractor License** (*must have in order to pull permits*)
- Copy of **CCB license** (*must show "non-exempt" status and that you have operated as an electrical contractor for the minimum of a year prior to application*)
- Non-refundable **\$250.00 one-time application fee**
- Automatic credit card payment authorization form (*This is not required it's optional. otherwise it will be sent out to you in the mail*)
- Area II Policy Handbook**, *Revised 9/16/15* -*This handbook contains policies & regulations which apply to me and by which I agree to be bound. I further agree to be bound by any amendments legally adopted by the committee and communicated to me.*
- Area II Standards**, *Revised 9/17/15*

4.4 Orientation/Site Review (*Revised 3/21/12*) – Upon receipt of the completed application with the appropriate attachments, the administrator will contact the employer to set up a time to meet with the apprenticeship contact and HR person (*if they have one*) to do orientation. This must be done prior to being approved as an Area II training agent. If at any time the committee feels you should have a site visit done of your facility they may schedule one at any time.

4.5 Training Agent Approval (*Adopted 2/19/14*) (*Revised 4/16/14*) (*Revised 6/24/15*) – At the next regularly scheduled meeting of the committee following the employer’s orientation, consideration of the employer’s application will be made. The owner & signing supervisor will be required to attend this meeting for committee consideration of the application. The signing supervisor’s primary job must be with the training agent that is submitting the application. The owner must provide payroll records showing employment history of the signing supervisor. The committee may also request copies of quarterly payroll tax returns. An employer currently under BOLI, BCD or CCB investigation will not be considered for training agent status until the investigation is complete and a determination has been made. Upon approval, the training agent (employer) will be given a training program sponsor certificate and a form explaining where to get the following; Area II JATC affirmative action plan, apprentice release form, Intent to hire form, current wage scale, MPRs, s policy handbook and standards.

4.5.1 - Active TA under investigation (*Adopted 6/24/15*) - An active training agent, currently under BOLI, BCD or CCB investigation, will not be considered for additional apprentice dispatch until the investigation is complete and a determination has been made. Existing apprentices employed by the training agent will be allowed to continue employment throughout the investigation, unless the committee or BOLI determines there are extenuating circumstances that warrant immediate removal.

4.5.2 - Training Agents outside the Area II geographical area (*Adopted 9/16/15*) –

- Training Agents who are outside the Area II geographical areas are not required to be registered with their home committee which is where his/her principle place of business is located to become a training agent in the Area II Inside Electrical Apprenticeship Program.
- If you are a contractor that is registered as a training agent with a committee in the geographical area where his/her principle place of business is located, you need to provide a letter of good standing from the program administrator. Therefore you wouldn’t need to attend the committee meeting for approval as otherwise stated in section 4.7.

4.6 Acceptance – In seeking approval as a training agent, the contractor agrees to adhere to the standards of this apprenticeship program as approved by the committee and the Oregon State Apprenticeship and Training Council (OSATC), as well as to all laws and regulations of the state and federal government as to employment policy, safety and licensing.

4.7 Training Agent Billing (*Adopted 2/15/12*)

- Billing cycle- Monthly (bill in arrears on OJT hours worked for the prior month)
- Due date– 15 days from the date of invoice
- Late fees- For invoices not paid within 30 days from date of issue will incur an additional \$15 per apprentice.
- No MPR Received Fee- \$125 dollars will be billed for an MPR that is not received by the 10th of each month.
- 60 days past due on billing will result in being cited to appear before the committee. Failure to attend meeting will result in cancellation of training agent status.

4.8 Apprentice Wages – Approved training agents agree to pay apprentice wages according to the average journeyman wage scale as established by this committee and approved by the Director of Apprenticeship of the Bureau of Labor and Industries. See ORS 660.142

4.9 Ratio – Training agents agree to follow the journeyman to apprentice ratio per the standards of this committee’s apprenticeship program. Each job site is allowed a ratio of 2 apprentices for every 3 journeymen or fraction thereof. In no case shall the number of apprentices exceed the number of journeymen on the job. 1-3 journeymen equals 2 apprentices, 4-6 journeymen equals 4 apprentices, 7-9 journeymen equals 6 apprentices, etc.

4.10 Proper Supervision –All apprentices, with the exception of apprentices possessing an indirect supervision license, must always be under direct supervision of a licensed journeyman or supervisor on the job-site of an approved training agent. “Direct supervision” means that apprentices and their supervisors (journey-level or higher) must be on the same job-site. Supervision by means of a telephone only is not allowed.

4.11 Joinder Agreement Policy –Training agents agree to execute and comply with the current Joinder agreement included the new training agent application packet. No registered training agent shall charge or cause charges to be levied against an apprentice for purposes of financially supporting the administrative, clerical or organizational cost of operating the apprenticeship program. This policy does not affect any requirement that a registered apprentice be required to pay the normal cost of tuition of educational services.

- 4.12 Request for an Apprentice** –The journeyman/apprentice ratio verification form showing the employer’s current status is required to be submitted to the committee via the administrative office, each time the training agent requests an apprentice for training.
- 4.13 Licensing Laws** –Training agents agree to comply with the electrical apprentice licensing laws of the state of Oregon. See OAR 918-282-0000, OAR 918-282-0010, OAR 918-282-0015, OAR 918-282-0100, OAR 918-282-0110, OAR 918-282-0120
- 4.14 Committee Policies** – Failure to comply with the apprenticeship and training policies of this committee will result in a review by the committee of the training agent’s status in the program and may result in the training agent being removed from the approved training agent list. Loss of approved training agent status will result in all apprentices currently working for that employer being notified to leave the company within 30 days.
- 4.15 Release of Apprentices** –Training agents are requested to submit a release form to the committee administrator any time that an apprentice is released from his/her employer.
- 4.16 Wage Survey** –Training agents are required to comply with Oregon Revised Statute 660.137(6) and provide the Area II JATC with annual wage information regarding their journeymen electricians. Employers who fail to provide their committee with the information shall be terminated as approved training agents. See ORS 660.137(6)
- 4.17 Out of work policy-Registering and placing 1st period Apprentices with the existing Apprentices on the out of work list** (*Adopted 8/18/10*) (*Revised 7/20/2011*) - The committee will be indenturing a minimum of 20 eligible applicants from the pool of eligibles in order to form a first year class. The Committee’s first obligation must be to the current apprentices on the Out of Work List. In an effort to manage new indentures and the apprentices currently on the out of work list the following rule will be in place until the committee reassesses.
- For every 3 existing apprentices of 3rd term (related training) or higher a Training Agent may hire 1 new 1st year (related training) apprentice from the “out of work” list. Training Agents who fail to follow this policy will be cited to appear at next committee meeting.

See example on the next page:

N Training agents with no apprentices: May hire one 1 st term apprentice. If more apprentices are needed follow the table below.	
Training Agents with existing apprentices: <i>Based on current number of 3rd period (related training) or higher listed below you may hire the number of new apprentices listed below.</i>	
<u>If you have:</u> 0-3 apprentices currently employed at 3 rd term (related training) or higher	<u>You may hire:</u> 1 new apprentice at 1 st year (related training)
<u>If you have:</u> 4-6 apprentices currently employed at 3 rd term (related training) or higher	<u>You may hire:</u> 2 new apprentice at 1 st year (related training)
<u>If you have:</u> 7-9 apprentices currently employed at 3 rd term (related training) or higher	<u>You may hire:</u> 3 new apprentice at 1 st year (related training)

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NOTE: Should the total number of out of work apprentices be ten or less, the ratio as described in section 4.17 of the policy shall not apply for the period of time until the number of out of work apprentices increases above ten.

5. QUALITY & HARRASSMENT

5.1 Equal Employment Opportunity – Any committee member, training agent, sponsor or representatives who act on behalf of the committee, 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, martial 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 penalties or other disciplinary matters and all other aspects of the administration of an apprenticeship program to all apprentices during their apprenticeship according to the United States Code, Code of Federal Regulations and Oregon State Law. See OAR 839-011-0200

5.2 Harassment – Any committee member, training agent, sponsor or representatives who act on behalf of the committee, training agent or sponsors shall provide a workplace 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, martial status or religion and uniformly apply rules and regulations concerning harassment to all employees.

6. COMPLAINT RESOLUTION & POLITICAL

- 6.1 Complaint Resolution Procedure** - An Employer or apprentice who has a grievance with the committee's policies, decisions, or operations may reduce the grievance to writing and present it to the administrator by the 10th of the month of a regularly scheduled committee meeting. The grieving party will be invited to attend a meeting of the committee to present the grievance and attempt resolution.
- 6.2 Political Activity** - No committee member, or delegate acting on behalf of the committee, will direct apprentices to perform political activities of any sort or to make progress in or retention in the apprenticeship program dependent on the performance of such activities. Political activities can include, but are not limited to, posting flyers, placing yard signs, working on phone banks, mailings, collecting funds, etc.