

AREA II INSIDE ELECTRICAL JATC POLICY HANDBOOK

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WELCOME

Welcome to the Area II Inside Electrical apprenticeship program! Apprenticeship is recognized across the United States as a pathway to a lifelong career, a competitive salary, an education, and advancement within an industry.

The Area II Inside Electrical apprenticeship program is a 4-year registered apprenticeship program combining on-the-job training and classroom instruction to prepare apprentices to become licensed electricians. Through 576 class hours and 8,000 hours of work experience with approved employers, apprentices qualify to sit for the general journeyman examination. A committee of electrical journey workers and contractors – the Joint Apprenticeship Training Committee (JATC) – administers this program under the approval of the Bureau of Labor and Industries Apprenticeship & Training Division.

This policy handbook outlines the responsibilities of committee members, apprentices, and training agents in the Area II program to ensure its successful execution and the advancement of all participants. If you desire further information on the program or apprenticeship, please visit our website at www.iccoregon.org or contact the apprenticeship department:

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APPRENTICESHIP TERMS & DEFINITIONS

Apprentice – An individual approved by an apprenticeship committee and registered with the state of Oregon to learn a skilled trade.

Apprenticeship and Training Division (ATD) – The division of the Bureau of Labor and Industries registers programs and apprenticeship agreements, conducts audits to ensure compliance with state and federal regulations, provides technical assistance to programs, and assists in the development of new programs.

Bureau of Labor & Industries (BOLI) – The division of the U.S. Department of Labor that regulates apprenticeship on a federal level.

Joint Apprenticeship & Training Committee (JATC) – A registered committee approved by the OSATC to operate apprenticeship programs. The Area II JATC is composed of electrical journey workers and contractors.

Journey Worker – An individual who has successfully completed an apprenticeship program and can demonstrate a high level of competency in an occupation. Journey workers receive a license and certificate that is nationally recognized and respected by industry employers.

On-the-Job Training (OJT) – Paid occupational training provided by a registered training agent and supervised by a journey worker. Apprentices must submit their OJT hours every month.

Oregon State Apprenticeship & Training Council (OSATC) – The organization that oversees the state's apprenticeship committees, approves programs, and enforces state and federal apprenticeship laws. The council currently consists of 8 members.

Out-of-Work List – A list of all registered apprentices in the Area II Inside Electrical program who are currently unemployed. The program director provides the list to training agents who are requesting an apprentice.

Program Director – The person who conducts the day-to-day operations of the committee and provides program information to registered apprentices, employers, the public, committee members, and regulatory agencies.

Related Training – Classroom training related to an occupation that is required as part of an apprenticeship. Apprentices conduct their 576 required related training hours for the Area II Inside Electrical program at the Independent Electrical Training Center in Salem, OR.

Standards – A written agreement submitted by a local committee and approved by the OSATC that contains all of the terms and conditions for the qualification, employment, and training of apprentices.

Training Agent – An employer approved by a local committee to provide on-the-job training to apprentices.

COMMITTEE STRUCTURE

1. COMMITTEE COMPOSITION

The committee is composed of volunteers from the electrical industry. It consists of an equal number of employee and employer representatives, not to exceed four each. The committee may select alternate representatives at a ratio of one alternate per primary representative. *See ORS 660.135, OAR 839-011-0074, OAR 839-011-0350*

2. PRIMARY REPRESENTATIVES

Must be able to attend the monthly JATC meetings. There are typically eleven meetings per year, and primary representatives are required to attend at least eight. Failure to participate may result in removal from the committee. There are two types of primary representatives:

a. Employer Representatives

Individuals in the Inside Electrical industry and Area II territory with a general understanding of the field who have the ability to hire and fire employees.

b. Employee Representatives

Current or retired Inside Electrical journey worker supervisors or training agents in the Area II territory who cannot hire or fire employees. Must have a general knowledge of the inside electrical industry.

3. ALTERNATE REPRESENTATIVES

Individuals who serve in the absence of primary representatives. Alternate representatives may attend and participate in all committee meetings, but may not vote except when acting as a substitute. Alternates must attend at least three meetings per year, and failure to do so may result in removal from the committee.

4. NEW REPRESENTATIVES

The committee votes to appoint volunteers to fill vacancies according to the following guidelines:

- Only employer representatives may vote to appoint a qualifying employer representative
- Only employee representatives may vote to appoint a qualifying employee representative
- If there is a tie vote, then the nomination fails for lack of majority.

5. REMOVAL OF REPRESENTATIVES

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 according to the guidelines below, and the committee may appoint a replacement at the same meeting.

- Only employer representatives may vote to remove another employer representative
- Only employee representatives may vote to remove another employee representative

6. OFFICERS

The committee shall elect a chairperson and secretary from the existing representatives every November. These officers must be currently active or retired Area II Inside Electrical training agents or journey workers with an understanding of the apprenticeship program and a minimum of one year of service on the JATC. Officers must also be able to attend subcommittee meetings in addition to monthly JATC meetings. One officer must be an employer representative, and the other an employee representative.

COMMITTEE RESPONSIBILITIES

1. MEETINGS

Generally, the committee meets the third Wednesday of each month unless otherwise specified. Subcommittees may meet in between regularly scheduled JATC meetings as needed.

2. ELECTRONIC MEETINGS

The committee may conduct meetings using email or other electronic media in accordance with the following guidelines:

- Electronic polling is prohibited for issues requiring the personal appearance of applicants, apprentices, training agents or employers (cite to appear, propose cancellation, cancellation etc.)
- Staff may poll all committee members electronically with the option to approve or defer an item for discussion to the next regularly scheduled meeting
- Voting committee members have 24 hours to respond to the presented item
- If at least two primary employer and two primary employee representatives respond and all express approval, staff shall prepare “Minutes of Electronic Actions” for submittal to the Apprenticeship and Training Division within ten working days of the meeting.

3. AGENDA

Employers and apprentices wishing to address the committee may submit a request to the program director by the 10th of the month of the JATC meeting.

APPRENTICE RESPONSIBILITIES

1. EMPLOYMENT

Apprentices must notify the program director any time they need to be added to the out-of-work list or that they accept new employment with an approved training agent. Apprentices may only work for committee-approved employers, and failure to do so will result in a proposed cancellation from the program and the removal of non-approved OJT hours.

2. CPR & FIRST AID REQUIREMENTS

Apprentices must obtain current CPR & First Aid certifications within the first 90 days of their registration date and maintain them throughout the duration of the program. Failure to do so will result in a citation to appear before the committee and the possibility of cancellation. Online classes are not allowed.

3. REQUIRED IDENTIFICATION

At the time of registration, the Bureau of Labor & Industries Apprenticeship and Training Division will issue apprentices a Direct Supervision License. Apprentices must carry this card (or an Indirect Supervision license, if applicable) along with a valid Oregon photo identification card at all times when on the job or in the classroom. Apprentices must make these items available for inspection by an agent of the inspecting jurisdiction, the State of Oregon, or the Area II JATC at any time. Violations of this policy will result in the following:

a. First Violation

The committee will place the apprentice on a six-month probation and hold their progress through the program during this time. The committee will cite the apprentice to appear at the next JATC meeting, where they must present the missing piece of identification for inspection.

b. Second Violation

The committee will place the apprentice on a one-year probation and hold their progress through the program during this time. The committee will cite the apprentice to appear at the next JATC meeting, where they must present the missing piece of identification for inspection.

c. Third Violation

The committee will terminate the apprentice for cause from the apprenticeship program with no possibility for reinstatement for one year.

4. MONTHLY PROGRESS REPORTS (MPRs)

Whether employed or not, apprentices must submit accurate OJT hours online for each month that they are registered as an apprentice. Apprentices must submit their Monthly Progress Report (MPR) before the 10th of the following month for it to be considered on time. Apprentices may submit no more than one late MPR within a six-month period (January – June and July – November).

a. Improperly Reported Hours

- **First Violation** - The committee will place the apprentice on a six-month probation, hold their progress through the program during this time, and deduct all incorrect hours. For the next six months, the apprentice will need to submit pay stubs with their MPRs.
- **Second Violation** - The committee will place the apprentice on a one-year probation, hold their progress through the program during this time, and deduct all incorrect hours. For the next twelve months, the apprentice will need to submit pay stubs with their MPRs.
- **Third Violation** - The committee will terminate the apprentice from the program.

5. RELATED TRAINING

a. Independent Electrical Training Center (IETC) Student Handbook

Apprentices must abide by the policies laid out in the IETC Student Handbook.

b. Attendance

Apprentices are required to attend classes two nights a week in the fall, winter, and spring at the Independent Electrical Training Center. Failure to attend related training classes will result in disciplinary action. The committee will consider legitimate religious and/or military conflicts on an individual basis.

c. Registration

Registration for classes is mandatory. Failure to register will result in disciplinary action.

d. Tuition

Apprentices must pay tuition according to IETC student handbook. Failure to do so will result in disciplinary action.

b. Class Books

Apprentices must obtain all books required for classes by instructors by the first day of instruction.

APPRENTICE DISCIPLINARY POLICIES

1. PROBATIONARY PERIOD

All apprentices are subject to an initial probationary period covering the first 2000 OJT hours of employment or the first year of their registration to the program, whichever is shorter. Should an apprentice violate committee policies during their probationary period, they will receive notification and may be cancelled. If cancelled, the apprentice's appeal rights are restricted. *See ORS 660.126 (g)*

2. CITATION TO APPEAR

Apprentices who do not comply with the Area II JATC policies will receive a letter citing them to appear before the committee. The employer of any apprentice cited to appear may be required to appear at the meeting as well.

3. PROPOSED CANCELLATION

If an apprentice continues to fail to comply with JATC policies, they will receive a second letter requiring them to appear for a proposed cancellation. Failure to appear at this meeting will result in their cancellation from the program. The committee will send the apprentice a certified letter stating the reasons for cancellation and any appeal rights.

4. DISCIPLINARY PROBATION

When an apprentice's progress is not satisfactory, the committee may impose a disciplinary probation. This provides an opportunity for the apprentice to correct any deficiencies, and does not affect an apprentice's

appeal rights. The committee creates a Disciplinary Probationary Agreement, which is a formal agreement between the committee and apprentice defining the problem, the corrective action that an apprentice must take, and a timeline. If the apprentice breaks the agreement, the committee may take further disciplinary actions such as withholding wage advancements or suspending/cancelling the apprenticeship agreement. The committee will notify training agents of any apprentices on disciplinary probation, will keep copies of all notices regarding the probation in the apprentice’s file, and will record the action in committee minutes.

5. REINSTATEMENT

Apprentices may not reapply to the program after cancellation for cause for a period of one year.

ADVANCEMENT IN THE PROGRAM

1. SEMI-ANNUAL FILE REVIEW

The committee reviews apprentice records semi-annually to determine whether apprentices qualify for re-rating (advancement to the next period of the program). Reviews happen at the January and July committee meetings.

2. WAGE SCALE

Training agents are required to pay their apprentices at minimum the percentage of the average annual journey worker wage that corresponds to the apprentice’s current period. The committee determines the annual wage through a survey to all registered training agents in the program. The committee will notify apprentices of both changes in the annual wage and their advancement in the program via email.

Period	% of Journey Worker Wage	Required OJT	Required related training	CPR & First Aid
1	40	0	0	Obtain within 90 days
2	50	700	1 st year Fall term (48 hours)	Current
3	55	1,800	1 st year complete (144 hours)	Current
4	60	2,800	2 nd year Fall term (192 hours)	Current
5	65	3,800	2 nd year complete (288 hours)	Current
6	70	4,700	3 rd year Fall term (336 hours)	Current
7	75	5,700	3 rd year complete (432 hours)	Current
8	80	6,500	4 th year Fall term (480 hours)	Current
E RT	80	8000	4 th year complete (576 hours)	Current

3. RE-RATE

Apprentices qualify for a re-rate based on the following:

- In good standing with the program
- Completion of the OJT & Related Training requirements to progress to the next period according to the wage scale below

- Timely submittal of MPRs by no later than the 10th of the month
- Possession of current CPR & first aid cards within the first 90 days of the program

4. RE-RATE HELD

a. Short OJT & Related Training Hours

Apprentices currently in good standing with the committee who have insufficient OJT or related training hours to progress at the time of the semi-annual review will be held at their current period. Once they complete their required hours, they may submit a request for a re-rate by email, fax, or mail by the 10th of the month of the desired committee meeting. If the committee approves the re-rate, it will become effective the first business day of the following month.

b. Re-rate Held for Cause

If an apprentice's re-rate is held for a cause (i.e. missing/expired CPR/First Aid cards, failure to submit MPRs, etc.), the apprentice is on administrative probation for six months and no request for a re-rate will be considered until the following semi-annual evaluation. Apprentices with 2 late MPRs in the 6 months prior to the review will have their re-rate held until the following evaluation. Apprentices with more than 2 late MPRs may receive a citation to appear at the next committee meeting.

5. INDIRECT SUPERVISION LICENSE

The Indirect Supervision Electrical Trainee License allows an apprentice to work under indirect supervision at the discretion of the responsible supervisor on projects not exceeding eight hours duration and 300 volts phase to phase or phase to ground. Such apprentices shall not supervise the work of others, and still count as apprentices when determining ratios of apprentices to journey workers. *See OAR 839-011-0280, OAR 839-282-0270(3)*. The Indirect Supervision License is granted to apprentices who:

- Has completed 4th year fall term of their related training
- Have attained at least 6,500 OJT hours
- Have reached the 8th period in their apprenticeship

6. COMPLETION OF THE PROGRAM

An apprentice qualifies to take the State license examination and complete the apprenticeship program when they attain:

- A minimum of 8,000 OJT hours in the work experience categories below;
- Attendance and completion of all related training classes and terms; AND
- A recommendation from the committee to the Building Codes Division/Electrical Licensing Section *See ORS 660.205(1); OAR 918-282-0170I*

See the OJT requirements chart on the next page.

ON-THE-JOB TRAINING REQUIREMENTS		
WORK PROCESS CATEGORIES	MINIMUM OJT HOURS	MAXIMUM OJT HOURS
a. Residential Installations	1,000	3,000
b. Commercial Installations	1,000	3,000
c. Industrial Installations	1,000	3,000
d. Intercommunication, Signal, & Control Systems	500	1,500
e. Stock room & Materials	100	300
f. Underground Construction	100	300
g. Troubleshooting & Maintenance	250	750
h. Finishing & Fixture Hanging	50	150
TOTAL REQUIRED HOURS	8,000	

a. Requirements of Apprentices Referred to Test

Apprentices have one year from their referral date to pass their exam. Apprentices must test within 90 days of referral. If they do not pass the first time, they must take it a second time within the same 90-day period. Failure to do so will result in a citation to appear before the committee. Candidates failing to pass the exam within a year will be completed without benefit of a license from the program. Until passing the exam, referred apprentices must continue to submit OJT hours each month, attend school, and keep their information and certifications current. The committee will also continue to evaluate referred apprentices at the semi-annual reviews. Apprentices who have not passed their exam by the start of fall classes will need to attend related training classes.

b. Completion Date

The committee will consider an apprentice’s completion date from the program as the date on the letter received by the apprentice announcing that they have passed the Exam. If the program director does not receive proof that letter in a timely manner, then the completion date will be the date that the program director verifies the license on the Building Codes Division website.

PRIOR EXPERIENCE

1. REQUEST FOR PRIOR ELECTRICAL EXPERIENCE

Apprentices who wish to receive credit for prior legal electrical experience from a state or federally registered apprenticeship program or from an Oregon electrical license must submit documentation of registered work and related training experience to the program director within 24 months of registration to the program. This documentation must be on official letterhead or company email and the work hours broken down by category and hours.

2. GRANTING PRIOR EXPERIENCE

Apprentices will receive credit for prior experience upon completion of their probationary period of 2,000 hours of employment or after one year registered in the program, whichever is shorter. The committee will determine the amount of credit to grant to the apprentice on a case-by-case basis. If an apprentice comes into the program as a transfer (#1), a re-entry exception (#3), or holding a current Manufacturing Plant license, then they will be granted experience based on the terms listed below.

a. Transfers

Active apprentices who have completed their probationary period and are in good standing in a registered Inside Electrician apprenticeship program may transfer to the Area II Inside Electrical JATC program. Transferring apprentices must submit a letter from their previous apprenticeship committee verifying that they were in good standing and detailing their total OJT and related training hours. Their names will be placed on the out-of-work list. The committee will place transferring apprentices at the period that corresponds to their granted related training and OJT hours.

b. Re-Entry Exceptions

Experienced apprentices who gained a minimum of 2,000 OJT hours and 144 hours of related classroom experience in a registered inside electrician program may enter this program and pick up their training where they left off instead of entering as a beginning apprentice. Such apprentices may apply at any time and be placed on the out-of-work list if they meet the following criteria:

- They meet the current minimum qualifications of this program
- They gained their experience within two years of applying to this program
- They were not terminated from an apprenticeship program for cause

c. Manufacturing Plant Journey Worker License

Applicants holding a valid State of Oregon manufacturing plant journey worker electrical license will receive credit for 4,000 OJT hours and 288 related training hours. The 4,000 OJT hours of previous experience will breakdown into the following categories: 1,500 hours applied to commercial installations, 1,500 hours applied to industrial installations, and 1,000 hours applied to intercommunication.

OTHER PROGRAM REQUESTS

1. SUSPENSION/LEAVE OF ABSENCE

When an apprentice's license is on suspension, the apprentice is relieved of all related training, administrative, and OJT requirements for a set period.

a. Requesting a Leave of Absence

Apprentices who are unable to fulfill the responsibilities of their apprenticeship can request a suspension (leave of absence) by submitting a written request and their apprenticeship license to the committee. Apprentices requesting suspension must attend the next committee meeting, and failure to do so could result in a denial of the request. Valid grounds for a leave of absence include:

- Military deployment

- Unemployment expected to exceed 6 months
- Personal reasons

b. Returning from Leave of Absence

Apprentices must contact the program director before their suspension period ends, and failure to do will result in a citation to appear at the next committee meeting. Failure to appear may result in cancellation from the program. Apprentices ready to return before the end of their suspension may notify the program director in writing. At the next committee meeting, the committee will review the request and take action to reverse the suspension. The program director will then forward the minutes to the BOLI Apprenticeship and Training Division so that they can issue a license and the apprentice can resume working. If not currently employed, the apprentice must appear before the committee so that they can review the reinstatement request.

c. Extension

If an apprentice needs extend their suspension, they may submit a written request with supporting documentation.

TRAINING AGENT APPROVAL

1. MINIMUM REQUIREMENTS FOR EMPLOYERS

a. Operation as an Electrical Contractor

To qualify for approval as an Area II training agent, employers must have been in operation as an electrical contractor for a minimum of 1 year in Oregon or in another state with similar licensing requirements. Operation of a construction business other than electrical contracting may reduce the 1-year requirement, but it will not reduce the requirement to fewer than 9 months of operation.

b. Licenses

Employers must possess a current CCB license showing “non-exempt” status and a current Electrical Contractor License.

c. Signing Supervisor

Shall continuously employ at least one full-time general supervising electrician in accordance with OAR 918-282-0010(1).

2. EMPLOYERS REGISTERED WITH ANOTHER COMMITTEE

If your company is a registered training agent with another committee in the geographical area where your principle place of business is located, you must provide a letter of good standing from the program director.

3. EMPLOYERS OUTSIDE OF AREA II

Employers with a principle place of business outside of the Area II geographical area are not required to register with their home committee to become a training agent with this program.

4. COMMITTEE MEETING

The committee will consider the training agent’s application at the next regularly scheduled meeting. The owner & signing supervisor must attend this meeting unless the principle place of business is outside of Area II.

a. Employers under Investigation

The committee will not consider an employer currently under BOLI, BCD or CCB investigation for training agent status until the investigation is complete and a determination has been made.

b. Employer-Apprentices

The Committee will assess each employer-apprentice request on a case-by-case basis. If the committee finds that a specific employer-apprentice cannot fulfill their obligations under ORS 660.137(5), then they may deny the application outright or approve the employer with restrictions to safeguard against any abuses.

5. ORIENTATION/SITE REVIEW

Upon approval as an Area II training agent, the employer must meet with the program director for an orientation. If at any time the committee feels that a site visit is necessary, they may schedule one.

TRAINING AGENT RESPONSIBILITIES
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1. ACCEPTANCE OF APPRENTISHIP STANDARDS & POLICIES

Training agents must agree to adhere to the standards and policies 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, safety, and licensing.

2. APPRENTICE WAGES

Oregon law requires that training agents pay apprentice wages according to the average journey worker wage scale as established by the annual wage survey and approved by the Director of Apprenticeship of the Bureau of Labor and Industries. *See ORS 660.142*

a. Wage Survey

Oregon law requires that training agents provide the Area II JATC with journey worker wage information. Any information provided will be confidential. The committee will terminate training agents who fail to return annual wage survey. *See ORS 660.137(6)*

3. RATIO

Training agents must follow the journey worker to apprentice ratio as explained in the table below. Each job site is allowed a ratio of 2 apprentices for every 3 journey workers or fraction thereof.

Journey Workers	Apprentices
1-3	2
4-6	4
7-9	6

4. PROPER SUPERVISION

A licensed journey worker or supervisor must directly supervise all apprentices on a job site with the exception of apprentices possessing an indirect supervision license. “Direct supervision” means that the apprentices and their supervisors must be on the same job-site. Supervision by means of a telephone is prohibited.

5. HIRING APPRENTICES

a. Requesting an Apprentice

To request additional apprentices, a training agent must submit a ratio verification form to the program director listing the current number of apprentices and journey workers employed at the company.

b. Active Training Agents under Investigation

An active training agent currently under BOLI, BCD or CCB investigation may not hire new apprentices until the investigation is complete and a determination is made. Existing apprentices may continue employment throughout the investigation unless the committee or BOLI determines that there are extenuating circumstances that warrant immediate removal.

6. RELEASING APPRENTICES

Training agents must notify the program director as soon as they release an apprentice from employment.

6. BILLING REQUIREMENTS

a. Billing Cycle

Training agents pay a monthly bill for the hours worked by their apprentices over the previous month. Payment is due 15 days from the date of the invoice.

b. Late Fees

Failure to pay an invoice within 30 days of the issue date will result in a fee of \$15 per apprentice. Failure to pay after 60 days will result in a citation to appear before the committee, and failure to attend will result in cancellation of training agent status.

c. Missing MPR Fee

If an apprentice fails to submit their monthly training hours by the 10th of the month, then the training agent will be charged a fee.

d. Joinder Agreement

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 pay the normal cost of tuition of educational services.

7. LICENSING LAWS

Training agents must comply with all electrical licensing laws of the state of Oregon.

8. COMMITTEE POLICIES

Failure to comply with the policies of this committee will result in a review of the training agent's status in the program and may result in removal. All current apprentices employed for a company stripped of approved training agent status must leave the company within 30 days.

EQUAL EMPLOYMENT OPPORTUNITY & HARRASSMENT POLICIES

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 (including pregnancy and gender identity), sexual orientation, genetic information, national origin, marital status, age (where the individual is 18 years or older), expunged juvenile record, family relationship, opposition to safety and health hazards, mental or physical disability or association with anyone of a particular race, color, sex, sexual orientation, national origin, marital status, age or religion and;
- Uniformly apply rules and regulations concerning, but not limited to, equality of wages, periodic advancement, promotion, job performance, rotation among all work processes of the trade/occupation, assignment of work, imposition of 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 OAR 839-011-0200

2. HARRASSMENT

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 (including pregnancy and gender identity), sexual orientation, genetic information, race, color, religion, national origin, political affiliation, marital status, age, mental or physical disability or association with anyone of a particular sex, sexual orientation, race, color, age, national origin, political affiliation, marital status or religion and uniformly apply rules and regulations concerning harassment to all employees.

3. COMPLAINT RESOLUTION

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 program director by the 10th of the month of a regularly scheduled committee meeting. The committee will invite the grieving party to attend to present the grievance and attempt resolution.

4. 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.

SELECTION PROCEDURES:

The committee shall select apprentices from a pool of eligible applicants according to the following procedure: (ORS 660.137 (3) / OEEOA section 6)

1. All out of work apprentices in good standing will be offered the opportunity for re-employment prior to new applicants being registered in conformance with the committee's approved initial employment policy.

2. The committee will select apprentices according to the following procedure:

a. Application Notice and Schedule

1) Open Application; Announced: The Committee will accept and process applications, as needs of the trade arise, at announced locations and on dates specified by the Committee in accordance with statute and regulatory requirements, these Standards, its Affirmative Action Work Plan and its policies and procedures.

2) Application information will be disseminated according to the committee's affirmative action plan.

3) Individuals who have a Manufacturing Plant Electrician license or Residential Electrical license shall be allowed to apply at any time.

b. Application Process

1) Applications will be provided to all interested individuals at a predetermined and specific location(s).

2) Prior to receiving an application, each applicant's name, sex and ethnicity will be entered on the Applicant Log that will identify all applications by a log number corresponding to the application number.

3) All applications must be to a predetermined location(s) by the specified deadline.

c. Verification of Minimum Qualifications

1) All applications and supporting documentation will be reviewed for minimum qualifications.

d. Non-Qualified Applicants

1) Applicants who do not meet the minimum qualifications will be notified in writing. Notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.

e. Qualified Applicants

1) In addition to meeting the minimum qualifications the applicants will submit scores from the WorkKeys assessment in Applied Math, Workplace Documents, and Graphic Literacy and complete an oral structured interview.

f. Qualified applicants will be placed in one of several cohorts based on their overall score. Applicants with the highest scores will be placed in the top cohort with the remaining applicants divided among the remaining cohorts in relation to their overall score. Applicants will be retained in the pool for a period of 1 year.

g. Individuals may be removed from the cohorts for the following reasons:

- 1) Based on their request to be removed
- 2) Following failure to respond to an apprentice job assignment in accordance with program policies
- 3) Failure to keep the committee informed of their current address and telephone number
- 4) Failure to respond to a survey of continued interest, which will be considered a request to be removed

h. Training agents who elect to become a sponsor may chose an applicant from any of the cohorts. To become a sponsor, training agents will be required to complete the committee's diversity and fair hiring training. In addition to the required training, sponsors will also be required to help the committee fulfill the activities outlined in the annual affirmative action plan. Training agents that do not elect to complete the requirements to become a sponsor may only request a randomized list of individuals from the top cohort to interview.

EXCEPTIONS

1. CURRENT APPRENTICE (Transfer)

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 on the out of work list.

2. EXPERIENCED APPRENTICES (Re-entry)

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 on the out-of-work list.

3. NEW TRAINING AGENT

If an employer has not participated in the training of an apprentice under ORS Chapter 660 for at least 2 years prior to seeking entry or re-entry into the apprenticeship program, he/she may select as initial apprentices those employees who:

- a) Meet the minimum qualifications for entry into the program
- b) Have been on the employer's payroll for at least 3 months (90 days) and 300 paid work hours prior to the employer's application for an apprentice

5. PRE-APPRENTICESHIP

The committee will approve direct referral of graduates of any Council- and committee-approved pre-apprenticeship programs during the previous 4 years. The individual will be placed at the top of the Ranked Pool of Eligibles and will be provided direct placement when a training agent agrees to sponsor them in the program.

9. CONTRACTUAL REQUIREMENT

A training agent, able to document the existence of a valid contractual requirement for specific percentages of minority and/or female apprentices on the job, may request that the committee allow the contractor to choose from any of the cohorts to reach a minority or female qualified applicant(s). The committee will record on the registration agreement, and in its minutes, the use of this exception and retain a copy of applicable bid specifications.

In the event that the committee is unable to satisfy the contractor's request for an applicant who would comply with the contracting agency's workforce utilization goals, the employer may select an individual referred by an OSATC approved pre-apprenticeship program or any graduate from a pre-apprenticeship program approved by the committee and OSATC who meets the contractual requirements and the minimum qualifications of the Area II program, and the committee may directly enter this individual into the apprenticeship program. A copy of the employer's request and bid specifications containing the workforce utilization requirements shall be submitted to and retained by the committee. The committee shall record the registration of the apprentices as an exception to its selection method and document the use of the exception in its committee minutes following the applicant's successful completion of the apprenticeship orientation.

12. VETERAN'S ENTRY

Veterans may apply to the program at any time if they meet the minimum qualifications of the program and if they are:

- a) Members of the Regular services who have been discharged from active duty service with a DD214 issued within the past 24 months indicating an Honorable Discharge;
- b) Members of the Selected Reserve or Individual Ready Reserve with a DD214 issued within the past 24 months; or
- c) Members of the Oregon National Guard currently active or with a DD214 issued within the past 24 months.

Individuals qualifying under this exception will be scored and placed at the top of the Ranked Pool of Eligibles