

**MA 1040
METRO LIMITED MAINTENANCE ELECTRICIAN JATC:
STATIONARY ENGINEERS
COMMITTEE POLICIES**

PREFACE:

The Joint Apprenticeship Training committee (JATC) responsible for operating the LME/Stationary Engineer program is made up of volunteers representing management and employees. These volunteers meet as often as required to conduct committee business and serve without compensation, donating many hours for the benefit and betterment of their industry.

Committee business is managed by a program administrator(s) selected by the committee. Funding of program administration is enabled by means of a monthly service fee remitted by the sponsoring employers.

The Metro Limited Maintenance Electrician JATC hereinafter referred to as LME. The Metro Limited Maintenance Electrician JATC: Stationary Engineers hereinafter referred to as SE.

TABLE OF CONTENTS

- | | |
|--|--|
| 1. Committee composition | 2. Elected positions |
| 3. Meeting schedule | 4. Credit for prior experience |
| 5. OJT requirements | 6. Related training requirements |
| 7. Complaint procedures | 8. Process for review & evaluation apprentice progress |
| 9. Advancement requirements | 10. Disciplinary process |
| 11. Training agent requirements | 12. Initial employment policy |
| 13. Placement procedures for out-of-work apprentices | 14. License requirements |

1. COMMITTEE COMPOSITION

Four (4) to Eight (8) Principal Members, representing Employers and Employees in equal numbers.

Alternates may be designated for each member as necessary.

2. **ELECTED POSITIONS:**

Chairman Secretary (OAR 839-11-072)
(These positions are filled by opposite representation, employer/employee)

2.1 The officers shall serve for no less than one (1) year and no more than two (2) years without a contested, secret ballot election.

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

2.3 Quorum: A quorum for conducting business shall consist of two (2) employer and two (2) employee representatives.

2.4 Removal of Committee Members: Committee members will be removed only for inactivity or failure to abide by ORS 660, or the Rules and Policies of the Council, pursuant to ORS 660.120(2)(d).

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

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

3. **MEETING SCHEDULE**

3.1 On the fourth (4th) Wednesday in **January, March, May, July, September and November.**

3.2 Apprentice rerates will be considered in all meetings.

3.3 Apprentice/employer requests to be placed on the agenda must be submitted to the committee no later than **ten (10) calendar days before the meeting.**

4. **CREDIT FOR PRIOR EXPERIENCE**

4.1 Oregon law does not allow an apprenticeship committee to grant credit for illegally gained electrical experience. Credit for legally obtained prior OJT

experience may be granted on an individual basis. **New apprentices must receive apprentice work card from BOLI-ATD before any creditable OJT hours can be legally recorded.**

4.2 Credit for prior experience as a registered electrical apprentice: The committee will grant full credit for experience gained as a registered manufacturing plant electrician apprentice that is suspended or completed elsewhere in Oregon or other states provided not more than two (2) years have elapsed since leaving the previous program. **Official documentation from the former registering agency (State/Federal) must accompany the request for credit.**

4.3 Military experience. The committee will evaluate and allow credit for military experience provided the applicant submits validated 'equivalent industrial exposure' **attested to by the branch of service in which such experience was gained.** The burden of proof rests with the apprentice. If granted, credit will be given upon completion of the first (1st) Year.

5. OJT REQUIREMENTS

Notice to Committee. When a 'lay-off' or 'termination' occurs, the apprentice must notify the committee in writing within thirty (30) days. Monthly thereafter, the apprentice must continue to inform the committee of their employment status on the monthly work progress report (MWPR).

6. RELATED TRAINING REQUIREMENTS

6.1 Related training as scheduled by the committee requires **144*** classroom hours for each year during the first two (2) years. Classes are held at Portland Community College in the Fall, Winter, Spring and Summer terms. **It is the apprentice's responsibility to contact the college** to register, disburse payment and confirm the nightly schedule and classroom assignment.

***Four (4) core classes.**

6.2 Attendance: Each apprentice **must attend** related training classes when scheduled.

6.3 Absences: Apprentices are expected to comply with the College policy on attendance. An apprentice, who misses a class during the term, must submit a written explanation along with the next MWPR. The committee has developed a convenient form for this purpose. Failure to comply will result in a 'Hold Notice to Appear.'

6.4 Any absence not covered by such written report will be considered

'unexcused' and may result in the apprentice being **'Held'** at rerate time. Instructors are not authorized to 'excuse' an absence from class. Only the committee has this authority.

6.5 Release of Transcripts: Immediately upon receiving the 'Transcript' of grades from the college, the apprentice **will mail or fax a copy to the committee** for placement in the apprentice file. The committee is obliged to **withhold the periodic rerate** if this document has not been received.

6.6 Grades: All related classroom training courses must be completed with a letter grade of "C" or better. Apprentices failing any first year core course must repeat the failed course before continuing with the required core classroom training. In addition, the apprentice must meet with the committee administrator before registering for subsequent courses. The administrator will assist the apprentice in picking appropriate elective courses. If additional courses are failed the apprentice will receive a 'Notice to Appear' and the committee will determine the best course of action for the apprentice to be successful.

7. COMPLAINT PROCEDURES

7.1 An apprentice or employer having a dispute with the committee will proceed as follows:

- a. reduce the grievance to writing and submit three (3) copies to the committee no less than ten (10) days before the next meeting date for placement on the agenda;
- b. attend the meeting and attempt a resolution of the dispute;
- c. the committee will communicate the result in writing to the grievant within seven (7) working days;
- d. if the grievant is not satisfied with the result, they will appeal the decision to the State Director of Apprenticeship and Training within five (5) working days after their receipt of notice.
- e. the decision of the Director will be binding on both parties.
- f. failure or refusal by the grievant to abide by the procedure, including the timelines, will render the grievance **null and void**.
- g. the grievant accepts this procedure as precedent to initiating civil action.

8. Process for the Review and Evaluation of Apprentice Progress

The JATC committee uses MWPR's (Monthly Work Progress Reports) to see if an apprentice qualifies for rerate to each progressive level. The MWPR's are evaluated at least every six (6) months, but may be reviewed at any time. If

MWPR's are incomplete, the committee cannot readily decide if an apprentice qualifies and must 'HOLD' the apprentice in the current period.

Each report must include the Month and Year (they MUST be submitted even if the apprentice is not accumulating OJT or Related Training Hours), employer (supervisor) signature; related training class title, instructor signature, and a 'running' or 'cumulative' total of all OJT hours in the lower right block of the grid. Properly completed and legible MWPR's are due by the tenth (10th) of each month. Progress reports may be mailed to or dropped off at Portland Community College, Cascade Campus, Technology Education Building, Office 103, 705 N. Killingsworth Street, Portland Oregon, 97217 or faxed to 503-978-5656.

9. **ADVANCEMENT REQUIREMENTS**

9.1 Advancement/erate, i.e., moving from present step to the next step follows a six (6) month cycle closest to the date of registration. This also applies to consideration of recovery of erate(s) lost because of a previous 'Hold'. The committee is under no obligation to restore a lost erate. An apprentice who has been 'Held' must, (time permitting) establish a **track record of corrective action - minimum six (6) months - before requesting recovery of the lost erate.**

9.2 Approximately **1000 hours of OJT** are needed for each erate.

9.3 Approximately **72 hours of RT** are needed for each erate.

10. **DISCIPLINARY PROCESS**

Apprentices must submit a properly completed and signed monthly work progress report (MWPR) **each month before the tenth (10th) of the following month. (Completed = all items of requested information without omission.)**

10.1 Each apprentice **must maintain a correct, current address with the committee at all times.** This includes lay-off or out of work periods because of an acknowledged worker compensation claim. Items of correspondence returned by the Postal Service such as 'unable to deliver, 'no such address' or 'moved no forwarding address' **will cause the apprentice to be 'HELD' at the next erate.**

10.2 **Completed:** MWPR's for the full six (6) month period under review - filed timely each month - are required to qualify for erate to the next level.

'Incomplete' reports will be filed as received and will cause the apprentice to be **'HELD'**. An Apprentice **rerate review** covers the **six (6) months prior to the rerate meeting**.

10.3 An apprentice missing one **(1)** or more MWPR's at rerate time shall be **'Held'** and sent a **notice to appear** at the next committee meeting.

10.4 An apprentice who has been cited for 'missing MWPR's' or 'failing to submit MWPR's' and fails or refuses to correct the situation will be sent a **'Proposed Cancellation Notice'** and if still delinquent **will be terminated** from the program.

10.5 An apprentice who **fails to maintain a passing grade of 'C' or better** in classroom training will be **'Held'**, and if after being afforded a reasonable opportunity to remedy the deficiency is still unable to master the course materials, will receive a 'Proposed Cancellation Notice'.

10.6 The standard notices that an apprentice may see are as follows: Re-rate', 'Hold', 'Hold Notice to Appear', 'Proposed Cancellation', 'Termination', 'Referred to Exam', and 'Completion'.

11. TRAINING AGENT REQUIREMENTS

11.1 The employer agrees to comply with all the provisions of the Standards and Policies.

11.2 apprentice selection

11.3 Journeyman supervision – **Must** provide a copy of the journeyman license (including a LME) and the journeyman **must** accompany the apprentice to the indenture meeting

11.4 adherence to ratio

11.5 payment of wages

11.6 school attendance, by **arranging work schedule which allows the apprentice to attend** the classes as scheduled

11.7 maintenance of progress records - while the primary responsibility for filing monthly progress reports rests with the apprentice, the employer will co-operate with the committee in seeing that the apprentice presents these reports each month for signature and comment

11.8 **prompt notice to the committee of apprentice lay-off or termination within thirty (30) days**

11.9 periodic reports to the committee as required by the Division or OSATC

11.10 completion of annual wage survey

12. INITIAL EMPLOYMENT POLICY

12.1 Each Training Agent (company) will follow its own internal selection process for new apprentices until they get to four apprentices. At that time the company will be subject to the 750 hour current employee rule if they do not submit their own process for Council approval.

12.2 A training agent in good standing with the committee who is unable to fill its apprenticeship openings from within its own workforce because there are either no applicants, or no qualified applicants, may take applications from non-employees if the following conditions are met:

- a. Furnish the committee with documentation of the employer's inability to fill the position from within prior to selecting an apprentice from outside the company's current workforce.
- b. At least thirty (30) days prior to the first start date to submit applications, distribute a public notice about the apprenticeship opportunity which includes the following elements:
 - 1) information about the occupation and the nature of apprenticeship
 - 2) the minimum qualifications specified in the committee's standard
 - 3) how the apprentices will be selected
 - 4) when and where applications are available
 - 5) at least a two (2) week period when completed applications will be accepted
 - 6) where completed applications are to be returned
 - 7) the company's equal opportunity pledge
 - 8) the date the notice will be published

12.3 Continuous employment as a LME or SE apprentice within the confines of the approved sponsoring employer's place of business is essential to maintaining the apprenticeship agreement. Termination of that employment, whether voluntary or otherwise, will require the committee in the next scheduled meeting to:

- (a) transfer the agreement to another employer subject to CFR 29.30, 30.5(3); or
- (b) suspend or terminate the agreement. An apprentice cannot work legally without an approved training agent, although related classroom training hours may accrue in some cases.

12.4 Training Agents with five (5) or more apprentices in an apprenticeable occupation must adopt an Equal Employment Opportunity Plan and Selection Procedure and submit the plan for Council approval. (See OAR 839-011-0200 / Section 5 & 6 of the Oregon Equal Employment Opportunity in Apprenticeship (OEEOA) / Council policy # 23).

13. **Placement Procedures for Out-of-Work Apprentices**

Unemployed apprentices in good standing with the committee will be given the opportunity for re-employment as soon as possible and prior to indenturing new apprentice.

14. **LICENSE REQUIREMENTS**

14.1 Prior to being referred to exam all apprentices must have completed the following: a minimum of 4,000 on-the-job-training-hours for LME and a minimum of 8,000 on-the-job-training-hours for SE; completed the minimum hour requirements in each of the required work processes; completed all related training classes with a "C" or better for graded classes or 'Pass' for non-graded classes.

14.2 Referral for license exam must come from the committee.

14.3 Exam must be taken and results certified, within three **(3) months** from the date of referral. Apprentices who have been referred to take the license exam **must:**

(a) **inform the committee administrator** of the date for which the exam is scheduled

(b) promptly **inform the administrator of the test results**, i.e. 'Passed' or 'Failed' within two (2) weeks

(c) if they have 'Failed', **attend the next committee meeting to discuss a course of action.** At the committees' discretion, additional related training course(s) will be required in order to maintain their apprentice status. Failure to appear will result in 'Proposed Cancellation' at the following meeting.

14.4 An apprentice who fails to keep the committee informed as prescribed above, **risks the loss of their 'apprentice license'** as this failure to communicate effectively excludes the committee from exercising any further administrative role in remedying the situation or enabling the licensing process.

14.5 An apprentice who fails the state licensing exam two (2) more times within one (1) year from the time of the first (1st) referral, at the discretion of the committee will be dropped from the program, 'Completed Without Benefit of License' and lose their apprenticeship work card.

14.6 Suspension status is limited to one (1) year. The only exception is military personnel that have been involuntarily called to active duty.

ACKNOWLEDGEMENT OF RECEIPT OF POLICIES

I acknowledge receipt of the forgoing **2/26/08 updated** policies of the **Limited Maintenance Electrician JATC: Stationary Engineer** and agree to be bound by those policies as a condition of maintaining the apprenticeship agreement.

APPRENTICE SIGNATURE

DATE

FOR EMPLOYER – SIGNATURE AND TITLE

DATE

DETACH ALONG THE LINE, SIGN THE ACKNOWLEDGEMENT OF RECEIPT AND RETURN IN THE POSTAGE PAID ENVELOPE

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