The Joint Apprenticeship Training committee (JATC) responsible for operating the Industrial Maintenance Mechanic 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 Pacific Northwest Industrial Maintenance & Millwright JATC hereinafter is referred to as Industrial Maintenance Mechanic (IMM).

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**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.)

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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.

2.7 Apprentices shall not be voting committee members regardless of employer or employee status within a company.

3. **MEETING SCHEDULE**

3.1 The committee will meet quarterly. The committee will initially meet on the **fourth Thursday** in January, April, July, and October. The committee will annually review its meeting schedule to determine if an adjustment is needed.

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 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.**

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4.2 Credit for prior experience as a registered apprentice is completely at the committees’ discretion. The committee may grant credit for experience gained as a registered Industrial Maintenance Mechanic apprentice who is suspended or completed elsewhere in Oregon provided not more than two (2) years have elapsed since leaving the previous program. Official documentation from the former registering agency must accompany the request for credit.

4.3 Military experience: At the committees’ discretion, 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.

4.4 Other recognized training: The committee reserves the right to approve other recognized training as determined by the committee. Prior credit will be considered when legally obtained experience is submitted in writing to the committee. Document experience by aligning legal experience with the trade work processes and/or the trade specific related training courses.

4.5 If granted credit for prior experience under one of these provisional exceptions, the applicant shall be granted credit for experience based upon the following:
   o demonstrated skills and/or;
   o documented on the job experience and/or;
   o documented classroom related training and/or;
   o results of an objective examination

4.6 If granted credit for prior experience, credit will be given upon completion of the probation period.

5. OJT REQUIREMENTS

5.1 Notice to Committee. When a ‘lay-off’ or ‘termination’ occurs, the apprentice and the training agent must both 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 related training hours for each year the apprentice is registered in the program.
Classes are held at Portland Community College in the **Fall, Winter, Spring and Summer** terms. Apprentices are required to take four (4) core and/or approved elective classes per year until referred to exam. **It is the apprentice’s responsibility to contact the college to register, disburse payment and confirm the nightly schedule and classroom assignment.**

**Four classes minimum.**

6.2 **Attendance:** Each apprentice **must attend** related training classes when scheduled. Each apprentice must attend related training classes every term until referred to exam.

6.3 **Absences:** Apprentices are expected to comply with the Committee and 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 (Buck Slip) for this purpose. **Two absences in one term require the apprentice to appear before the committee for intervention.** Failure to comply will result in a ‘Hold Notice to Appear.’

6.4 Any absence not covered by such written report (Buck Slip) will be considered ‘unexcused’ and will result in the apprentice being ‘Held’ at rerate time. Instructors and the Committee Administrator 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, fax or email a pdf copy to the committee for placement in the apprentice file. The committee may 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 for graded courses or “Pass” for non-graded courses. **All apprentices must select a letter grade as the grade mode for all credit classes.** An audit or pass will not be accepted.

6.7 **Apprentices receiving a ‘F’** in any first year core course must repeat the failed course before continuing with the required core classroom training. Apprentices receiving two ‘D’s’ in a year 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 Committee Administrator will assist the apprentice in picking appropriate elective courses. The apprentice will sign an academic plan contract outlining the course schedule for the year. **An apprentice held for grade related issues will be held in period without consideration for re-rate advancement until the failed course is successfully repeated.** 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 business (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**

8.1 The JATC committee uses MWPR’s (Monthly Work Progress Reports) to see if an apprentice qualifies for re-rate advancement 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.

8.2 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 & date; related training class title, instructor signature & date, an apprentice signature & date, and a ‘running’ or ‘cumulative’ total of all OJT hours in the lower right block of the grid.

8.3 Properly completed and legible MWPR’s are due by the tenth (10th) of each month and must be on-time, accurate and complete.

   **a. Progress reports submission options for Hard Copy MPR’s:**
   Mailed to or dropped off at: Portland Community College, Swan Island Trades Center, Attn: Katrina Cloud, 6400 N. Cutter Circle, Portland Oregon, 97217
   Faxed to: 971-722-5656
   Scan to PDF to: apprenticeship@pcc.edu

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b. Progress reports submission options for Electronic MPR’s:
Enter data at: https://secure.fmsynergy.net/TradeSchool_Accounts/pcc-edu/apprenticeServices/login.php
Problems: Call Administrator for one-on-one assistance

9. **ADVANCEMENT REQUIREMENTS**

9.1 Advancement/rerate, 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 rerate(s) lost because of a previous ‘Hold’. The committee is under no obligation to restore a lost rerate. 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 rerate**.

9.2 **1000 hours of OJT** are needed for each rerate.

9.3 **72 hours of RT** are needed for each rerate.

9.4 **Advancement Chart**

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<th>2ND</th>
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10. **DISCIPLINARY PROCESS**

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

10.1 Each apprentice must maintain a current mailing address, email address and phone number 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 rerate.
10.2 **Completed**: MWPR’s for the full six (6) month period under review - filed timely each month - are required to qualify for rerate to the next level. ‘Incomplete’ reports will be filed as received and will cause the apprentice to be ‘HELD’. An Apprentice re-rate review covers the six (6) months prior to the rerate meeting.

10.3 An apprentice missing one (1) or more MWPR’s shall be ‘Held’ and at the committees’ discretion, will be sent a ‘Hold Notice to Appear’ for the next committee meeting.

10.4 An apprentice who has been cited for ‘missing MWPR’s’ or ‘failing to submit MWPR’s’ and fails to correct the situation will be sent a ‘Proposed Cancellation Notice’ and if still delinquent will be terminated from the program. Repeat offenders will receive disciplinary action. All apprentices that are cited twice will be required to appear before the committee with their training agent for disciplinary action, up to and including cancellation of the apprenticeship 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 action codes and reason codes.

### ACTION CODES:
- **A** = ACTIVE NEW APPRENTICE;  
- **C** = COMPLETE;  
- **D** = DECEASED;  
- **E** = EXAM;  
- **H** = HOLD;  
- **HN** = HOLD & NOTIFY TO APPEAR;  
- **N** = NOTICE TO APPEAR;  
- **PC** = PROPOSE FOR CANCELLATION;  
- **R** = RERATE;  
- **RV** = REVIEWED (Use After Citation);  
- **S** = SUSPEND;  
- **T** = TERMINATE;  
- **TP** = TERMINATE IN PROBATION PERIOD;  
- **TT** = TRANSFER TO ANOTHER PROGRAM;  
- **U** = UN-SUSPEND;

### REASON CODES:
- **AR** = Apprentice Request;  
- **DP** = Disciplinary Probation;  
- **EL** = Extended LOA;  
- **ER** = Employer Recommendation;  
- **EX** = Exceptional Cancellation;  
- **FA** = Failure to Appear;  
- **FC** = Failure to Communicate;  
- **FM** = Failure to Maintain Employment;  
- **FP** = Failure to Progress;  
- **FR** = Failure to Respond;  
- **FS** = Failure to Submit MPR’s;  
- **IL** = Illness or Injury;  
- **IM** = Incomplete;  
- **LR** = Late MPR’s;  
- **LT** = Left the Trade;  
- **LV** = Leave of Absence;  
- **MM** = Missing MPR’s;  
- **NA** = Non-Approved Employer;  
- **OT** = Other (needs add’l expl’n);  
- **RA** = Related Training Attendance;  
- **RG** = Related Training Grades;  
- **RH** = Related Training Hours;  
- **RT** = Refer to Exam or Test;  
- **RV** = Reviewed with No Action (counseled or condition satisfied);  
- **SH** = Insufficient Hours;  
- **TR** = Transferred to another program or area;  
- **UP** = Unsatisfactory Performance;  
- **WA** = Wrong Address;  
- **WP** = Within Probation;
11. TRAINING AGENT REQUIREMENTS

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

11.2 apprentice selection

11.3 Journeyman supervision – **Must** provide a copy of the journeyperson license or journey card and the journeyperson **must** accompany the apprentice to the indenture meeting. Supervision is with a like or better journeyman from the same trade and is under direct supervision.

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 cooperate 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**

11.11 **Direct Supervision** – It is the Training Agents responsibility to inform the committee within five (5) working days, of any situation that compromises the requirements of OAR 918-282-0150.

11.12 payment of monthly apprenticeship administration fee – The company will be billed quarterly for the monthly fee for each apprentice. The company is responsible for the fee until the apprentice is completed, voluntarily withdrawn or terminated from the apprenticeship by the committee. The billing will start the day the apprentice is indentured to the program and end the day the committee officially approves removal of the apprentice from the program. (We use the action dates from the committee minutes to determine start and end dates).

11.13 apprenticeship documents – the Training Agent is required to keep copies of all apprenticeship documents to include apprentice and employer correspondence, monthly progress reports, and completed annual wage
surveys.

11.14 affirmative action plan – it is the Training Agents responsibility to comply with the committees written affirmative action plan – see 12.4

11.15 Training Agent Notice to Appear – an apprentice receiving disciplinary action and cited to appear before the committee will be required to appear with a training agent representative.

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 Affirmative Action policy of this committee and must submit their own process for Council approval as outlined in the Standards.**

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 an IMM 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 with JATC approval.
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).

   a. Training Agents will take all appropriate actions available to ensure that recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.

   b. A convenient Initial Employment Selection form has been developed by BOLI and is attached.

   c. Training agents who have not actively pursued the approved strategies and/or who have not engaged in positive outreach activities will be cited to appear in order to discuss federal requirements and obligations placed on the committee and training agents by the Division. Training agents unable to ensure the committee of continuing good faith affirmative action effort in the selection and hiring of apprentices will face loss of training agent status.

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

   13.1 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 within the same training agent.

14. **LICENSE REQUIREMENTS (Industrial Maintenance Mechanic Electrical portion only)**

   14.1 Prior to being referred to exam all apprentices must have completed the following: a minimum of 4,000 LME electrical on-the-job-training-hours; completed the minimum hour requirements in each of the required work processes; complete a minimum of 288 required electrical related classroom training hours; and complete 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.

15 **Suspension Status**

15.1 Suspension status is limited to one (1) year. Leaves longer than one year may be approved by the committee based on employment rights provided by a collective bargaining agreement, company policy, and/or applicable federal or state laws.
MA 1146 Pacific Northwest Industrial Maintenance & Millwright JATC
Acknowledgement of Receipt of Policy
Trade: Industrial Maintenance Mechanic

I acknowledge receipt of the foregoing 5/1/14 policies of the Industrial Maintenance Mechanic program and agree to be bound by those policies as a condition of maintaining the apprenticeship agreement.

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APPRENTICE SIGNATURE                 DATE

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FOR EMPLOYER – SIGNATURE AND TITLE   DATE

Apprentice Copy

--- DETACH ALONG THE LINE, SIGN THE ACKNOWLEDGEMENT OF RECEIPT OF POLICY AND RETURN ---

MA 1146 Pacific Northwest Industrial Maintenance & Millwright JATC
Acknowledgement of Receipt of Policy
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I acknowledge receipt of the foregoing 5/1/14 policies of the Industrial Maintenance Mechanic program and agree to be bound by those policies as a condition of maintaining the apprenticeship agreement.

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APPRENTICE SIGNATURE                 DATE

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FOR EMPLOYER – SIGNATURE AND TITLE   DATE

Committee Copy