MA 1146
Pacific Northwest Industrial Maintenance & Millwright JATC
Apprenticeship Committee Policies

PREFACE:
The Joint Apprenticeship Training committee (JATC) responsible for operating the Industrial Millwright and 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 trades are hereinafter referred to as Industrial Millwright (MW) and Industrial Maintenance Mechanic (IMM).

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1. COMMITTEE OPERATION

1.1 Membership: The committee consists of four (4) to eight (8) Principal Members, representing Employers and Employees in equal numbers.

   a. Employer representatives are appointed by current employer members and must represent an active training agent.

   b. Employee representatives are appointed by current employee members and must hold an equivalent or higher license.

   c. Committee officers: The positions of committee chair and secretary are filled by opposite representation (employer & employee) and
are selected by current committee members. (OAR 839-11-072) The term of office shall be no less than one (1) year and no more than two (2) years without a contested, secret ballot election.

d. 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.

e. Alternates may be designated for each member as necessary.

f. 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).

1. 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. A member who fails to attend three (3) consecutive meetings may be deemed inactive.

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

1.2 **Meetings:** The Committee will meet quarterly on the 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.

a. Apprentice rerates will be considered in all meetings. As per State guidelines, all apprentice files will be automatically reviewed for re-rates every six months in April and October. Any apprentice who is eligible for a re-rate during the intervening months may request a file review for re-rate using the Advancement Request Form. If a meeting is not designated for automatic re-rates, an apprentice will only be considered if they have submitted the request form 10 business days prior to the meeting in question.

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

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

1.4 **Electronic Meetings:** The Committee may not take disciplinary action outside a physical meeting. The committee may vote to take all other actions by facsimile, e-mail, or electronic media if an agenda is provided and a quorum is met.

1.5 **Apprentice Registration – Apprentices** registered to the Committee must meet all minimum qualifications outlined in the Committee Standards AND must take a PCC college placement exam placing them into MTH 60 or above.

2. **Apprentices – General Information**

2.1 **Application Information**

   a. **Minimum Qualifications:** Applicants must meet all age and education qualifications specified in the Standard.

   b. **Math Placement:** All apprentice applicants must have a current math placement score with the Committee’s approved educational provider. Applicants must place into MTH 60 or higher. A score with placement into MTH 20 requires applicant to take MTH 20 or re-take the placement exam and place into MTH 60 or higher.

   c. **Educational Provider Admissions Requirements:** Apprentice applicants must adhere to all admission requirements of the approved educational provider, including all placement exams.

2.2 **Credit for Prior Experience**

   a. 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 an apprentice license from BOLI-ATD before any creditable licensed OJT hours can be legally recorded for a licensed trade (IMM). This refers to the 4,000 electrical hours attributed to the license.**
b. 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 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.

c. 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.

d. 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.

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

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

g. All apprentice requests for advanced placement of related training coursework or hours and substitution of courses shall occur at the time of indenture. If circumstances warrant course substitutions subsequent to indenture, these requests will be heavily scrutinized by the Committee and limited to
three submissions. Requests for substitutions after the third time will be denied.

3. **OJT REQUIREMENTS**

3.1 **Policy statement**: Apprentices will work for an approved training agent and must accurately record and submit work hours.

3.2 **Initial Employment Policy**: Apprentices shall be selected from within each training agent’s current pool of employees who have worked for the training agent for at least 750 hours over the past six months and in accordance with all applicable Committee Standards.

   a. 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 all requirements set forth in the Standards are adhered to.

3.3 **EEOP/Affirmative Action**: Each Training Agent (company) will follow its own internal selection process for new apprentices with regard to affirmative action **AND** will also be subject to the Committee’s Affirmative Action and Equal Employment Opportunity policies as detailed in the Standards until such time as they indenture their fifth apprentice. Once the training agent indentures a fifth apprentice they are required to have their own process submitted for Committee and Council approval as outlined in the Standards. In order to assure the appropriate policies are approved prior to indenture of a fifth apprentice, this process will be initiated upon indenture of a fourth apprentice.

   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, sex (including pregnancy & gender identity) sexual orientation, genetic information, disability or age (40+) (CFR 29.30).

   b. 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.

3.4 **Continuous employment:** Continuous employment as a MW or 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.

3.5 **Employment termination:** When a ‘lay-off’ or ‘termination’ occurs, the apprentice must notify the committee in writing within thirty (30) days.

3.6 **Out-of-Work Apprentices:** Unemployed apprentices in good standing with the committee will be given the opportunity for re-employment with their previous employer as soon as possible and prior to that employer indenturing a new apprentice.

4. **RELATED TRAINING REQUIREMENTS**

4.1 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 (IMM) or program completion (MW). **It is the apprentice’s responsibility to contact the college** to register, disburse payment and confirm the class schedule and classroom assignment. In addition to general course work, every apprentice is required to pass a Coyne 1st Aid/CPR course at the Committee’s approved educational provider (PCC) in the FIRST TERM of their apprenticeship and EVERY year after in order to be eligible for re-rates and completion. IMM apprentices must also take an OHSA 10 (General Industry) course offered by the approved educational provider (PCC) to be eligible for exam referral.

*Four classes minimum.

4.2 **Absences:** Apprentices are expected to comply with the Committee and College policy on attendance. An apprentice, who misses a class during the term,
must use the Absence Form to submit a written explanation along with the next MPR. Apprentices must submit an Absence Form for EVERY missed class even for an excused absence. Instructors and the Committee Administrator are not authorized to ‘excuse’ an absence from class. Only the committee has this authority. An undocumented absence will result in the apprentice being Held for a re-rate.

4.3 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.

4.4 Grades: All related classroom training courses (Core and elective) must be completed with a letter grade of “C” or better for graded courses or “Pass” for non-graded courses in order to be in good standing with their Committee. Failing grades in any course are subject to disciplinary action. All apprentices must select a letter grade as the grade mode for all credit classes. An audit or pass will not be accepted.

a. Apprentices receiving their first ‘D’ in a course must re-take that course but may continue to the next course in the curriculum series.

b. Apprentices receiving an ‘F’ or a 2nd ‘D’ must retake and pass the failed course BEFORE moving to the next course in the curriculum series and must take electives in the interim.

c. For any D or F received, the apprentice must meet with the Committee Administrator before registering for subsequent courses to determine a course of action appropriate to the apprentice circumstances. The Committee Administrator will assist the apprentice in picking appropriate elective courses until such time as they can re-take the failed class. The apprentice will sign an academic plan contract approved by their training agent and provided to the Committee 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 in the interim, the apprentice will receive a ‘Notice to Appear’ and the committee will determine the best course of action for the apprentice to be successful.

5. **Apprentice Review & Evaluation**

5.1 The JATC committee uses MPRs (Monthly Progress Reports) to determine if an apprentice qualifies for re-rate advancement to each progressive level. The MPRs are evaluated at least every six (6) months, but may be reviewed at any time. If MPRs are incomplete, late or missing, the committee may 'HOLD' the apprentice in the current period.

5.2 Each MPR must include the Month and Year and MUST be submitted even if the apprentice is not accumulating OJT or Related Training Hours. An MPR can only be processed if hours are entered on the correct dates and in the correct amounts. Additionally, a complete MPR must include the employer (supervisor) signature & date; related training class title, instructor signature & date any explanation of absences with the Absence Form and an apprentice signature & date.

5.3 Properly completed and legible MPRs are due on the 1st of every month. MPRs received or corrected after the 10th of the month are late and eligible for a disciplinary strike. **MPRs must be submitted BOTH electronically using the TradeSchool program and in hard-copy with the appropriate signatures. It is the Apprentice’s responsibility to retain proof of MPR submission each month.**

a. Electronic MPR submissions:
Enter data at: [https://secure.fmsynergy.net/TradeSchool_Accounts/pcc-edu/apprenticeServices/login.php](https://secure.fmsynergy.net/TradeSchool_Accounts/pcc-edu/apprenticeServices/login.php)
Problems: Call Administrator for one-on-one assistance at 971-722-5651.

b. Hard Copy MPR submissions:
Dropped off at: Portland Community College, Swan Island Trades Center, 6400 N. Cutter Circle, Portland Oregon, 97217. Hard copy MPRs may be submitted to Apprenticeship Administrators but cannot be accepted by instructors or any other PCC employee.

Scan to PDF to: apprenticeship@pcc.edu   Faxed to: 971-722-5656

6. **ADVANCEMENT REQUIREMENTS**
6.1 **Advancement Schedule:** 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.**

6.2 **Required Hours:** *1000 hours of OJT* and *72 hours of RT* are needed for each rerate.

6.3 **Advancement Charts:**

**MW Advancement Chart**

<table>
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<tr>
<th>HOURS TO ADVANCE FROM:</th>
<th>1ST</th>
<th>2ND</th>
<th>3RD</th>
<th>4TH</th>
<th>5TH</th>
<th>6TH</th>
<th>7TH</th>
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<td>2001</td>
<td>3001</td>
<td>4001</td>
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<td>6001</td>
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<tr>
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<td>145</td>
<td>217</td>
<td>289</td>
<td>361</td>
<td>433</td>
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<td>72</td>
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<td>216</td>
<td>288</td>
<td>360</td>
<td>432</td>
<td>504</td>
<td>576</td>
<td></td>
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</tbody>
</table>

**IMM Advancement Chart**

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<th>HOURS TO ADVANCE FROM:</th>
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<th>3RD</th>
<th>4TH</th>
<th>5TH</th>
<th>6TH</th>
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<th>8TH</th>
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<tbody>
<tr>
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<td>6001</td>
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<tr>
<td>RELATED TRAINING</td>
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<td>720</td>
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</table>

6.4 **Completion:** At such time that an apprentice has met all OJT and RT hours required by the program and has passed the designated license exam, the Committee will officially complete the apprentice. For IMM apprentices, official completion from the program will take place at the meeting immediately subsequent to Committee notification from BOLI that the apprentice has passed the license exam.
6.5 Communication: The Committee will provide written notification of any action taken to apprentices and training agents, and copies of related correspondence and supporting documentation will be maintained in the apprentice’s file. All actions taken by the committee will be noted in the minutes of the meeting and submitted to BOLI/ATD. The Committee uses the following, BOLI approved, action codes and reason codes to communicate with apprentices.

**ACTION CODES:**  
A = ACTIVE NEW APPRENTICE;  
C = COMPLETE;  
CX = Completion w/o benefit of license;  
D = DECEASED;  
E = EXAM;  
H = HOLD;  
HN = HOLD & NOTIFY TO APPEAR;  
N = NOTICE TO APPEAR;  
PC = PROPOSE FOR CANCELLATION;  
PD = DISCIPLINARY PROBATION;  
R = RERATE;  
RV = REVIEWED (Use After Citation);  
S = SUSPEND;  
T = TERMINATE;  
TP = TERMINATE IN PROBATION PERIOD;  
TT = TRANSFER TO ANOTHER PROGRAM;  
U = UNSUSPEND.

**REASON CODES:**  
AR = Apprentice Request;  
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;  
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.

7. **DISCIPLINARY PROCESS**  
7.1 Each apprentice must maintain a current mailing address, email address and phone number with the committee at all times. Apprentices must submit the Apprentice Contact Update Form to make any changes to their contact information. 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.

7.2 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, may receive a ‘Proposed Cancellation Notice’.
7.3 Apprentices must submit a properly completed and signed MPR on the 1st of every month. Completed = on-time, accurate and complete with all items of requested information without omission or errors. Completed MPRs for the full twelve (12) month period under consideration are required to qualify for re-rate to the next level. Any incomplete, late or missing reports may cause the apprentice to be ‘HELD’.

Strike Policy – The “strike policy” described below is in effect for a full 12 month period and is designed to minimize the frequency of late, missing and incomplete MPRs. The policy is applied using a rolling 12 months calculated from the date of the first infraction.

a. The 1st missing, late, or incomplete MPR will result in a written warning and a file citation. The warning letter will be sent by the Administrator at the time of the infraction and reported to the Committee at the next full committee meeting.

b. The 2nd missing, late, or incomplete MPR within a year (12 months) of the first infraction will result in issuance of a “Hold Notice to Appear with Employer.” This action will be taken by the Committee at the committee meeting following the infraction. Additional strikes between the 2nd infraction and the committee meeting will be considered in actions taken at that meeting.

c. The 3rd missing, late or incomplete MPR within a year (12 months) of the first two infractions will result in the committee issuing another “Hold Notice to Appear with Training Agent.” After a 3rd strike, the apprentice may be placed on disciplinary probation for six months with a written plan of correction. Any violation of the disciplinary probation may result proposed cancellation from their program.

d. After a 3rd strike, if an apprentice is placed on disciplinary probation and is still unable to submit timely MPRs or violates the written plan of correction in any way, the apprentice will be subject to a ‘Proposed Cancellation Notice’ and may be terminated from the program.

e. After a 2nd strike, if an apprentice does not reach a 3rd strike within a 12 month period, the oldest strike will be removed from their record and the 12 month window will start from the date of the next oldest strike.
8. **TRAINING AGENT REQUIREMENTS**

8.1 The employer agrees to comply with all of the provisions of the Standards and Policies. Training Agents who fail to adhere to program requirements as outlined in the Committee Standards and/or Policies will have their Training Agent status revoked.

8.2 The Training Agent agrees to select apprentices from within each training agent’s current pool of employees.

8.3 Each training agent must provide a copy of the supervising journey person journey card and the journey person must accompany the apprentice to the indenture meeting. Any supervising journey worker supervising electrical work must engage in direct supervision at all times and must hold a license equal to or higher than the type of apprentice they are supervising. Supervision of non-electrical work must be supervised by a “skilled practitioner of the trade” and must be documented with the Committee.

8.4 Each training agent will adhere to the apprentice/journey worker ratio of 1 to 1 as required by state standards on the same shift in the same plant.

8.5 The training agent agrees to pay each apprentice accordingly to a progressively increasing schedule of wage based on specified percentages of the average journey level wage.

8.6 The training agent agrees to arrange apprentice work schedules so that they can attend required classes.

8.7 Training Agent is required to keep copies of all apprenticeship documents to include apprentice and employer correspondence, MPRs, and completed annual wage surveys. Training agents also agree to cooperate with the committee in seeing that the apprentice presents MPRs each month for signature and comment.

8.8 Training agents will provide prompt notice to the committee of apprentice lay-off or termination within thirty (30) days.

8.9 Training agents will provide periodic reports to the committee as required by the Division or OSATC.

8.10 Training agents will participate in the annual wage survey in order to determine the average journey worker wage as required by the State of
Oregon. Non participation in the wage survey will result in termination of training agent status.

8.11 It is the Training Agents responsibility to inform the committee within five (5) working days, of any situation that compromises the direct supervision requirements of OAR 918-282-0150.

8.12 All training agents agree to pay an administrative fee for each apprentice. 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).

8.13 Training Agents are responsible to comply with the committee’s written affirmative action plan as applicable – see 12.4

8.14 Training Agents agree to appear at any committee meeting where an apprentice has been issued a Notice to Appear with Training Agent.

9. LICENSE REQUIREMENTS (Only applicable to IMM apprentices)

9.1 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.

9.2 Referral for license exam must come from the Committee.

9.3 Exam must be taken and results certified, within six (6) months from the date of referral. Within the 6 months, apprentices may take the exam twice without explicit permission from the Committee but they MUST:

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

b) promptly inform the administrator of the test results from EACH, i.e. ‘Passed’ or ‘Failed’ within two (2) weeks

c) Continue to adhere to all Committee policies and continue submitting
MPRs until such time as they successfully report passing their exam.

d) if an apprentice ‘Fails’ their exam twice, they will be issued a Notice To Appear at the next committee meeting to discuss a course of action. At the committees’ discretion, additional related training course(s) may be required in order to maintain apprentice status while continuing to test additional times. Failure to appear will result in ‘Completion Without Benefit of License’ (CWBOL) at the following meeting.

9.4 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.

9.5 An apprentice who fails the state licensing exam three 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 license.

10. SUSPENSION STATUS

10.1 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.

11. COMPLAINT PROCEDURES

11.1 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 may appeal to the Committee for re-consideration within 30 days.
   e. Within 30 days of the Committee’s final action, if the grievant wishes to pursue a complaint, they may appeal the decision to the State Director of
Apprenticeship and Training.
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.