



OREGON INDUSTRIAL DEVELOPMENT JATC

Committee Policies & Handbook

Preface

The Joint Apprenticeship Training Committee (JATC) responsible for operating the Machinist, CNC Lathe Operator, CNC Mill Operator & Welder Fabricator programs 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 any hours for the benefit and betterment of their industry.

Committee business is managed by a program administrators(s) selected by the Committee. Funding of program administration is made through monthly administrative fees remitted by the sponsoring employers.

The Oregon Industrial JATC trades are hereinafter referred to as Machinist (MCH), CNC Lathe Operator (CLO), CNC Mill Operator (CMO) and Industrial Welder Fabricator (IWF).

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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
 - 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 will be deemed inactive and subject to removal.
- 1.2 Meetings: The Committee meets approximately four times per year, typically on the first (1st) Wednesday of the month as scheduled.
 - a. All apprentice files are reviewed for rerate twice per year. When the annual calendar is approved, re-rate meetings are designated. Any apprentice eligible for a re-rate during the intervening months may request a file review for re-rate using the Committee Request Form. The form must be submitted a minimum of 10 business days prior to the meeting date in order to be considered.

- b. All 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 attend a mandatory apprentice orientation as scheduled by the Committee

2. Apprentices – Program Qualifications

2.1 Application Information

- a. Minimum Qualifications: Applicants must meet all age and education qualifications specified in the Standard.
- b. Math Placement: All applicants must have current completion of the math placement exam at the Committee's Preferred Educational Provider into MTH 65 and may be required to place higher depending on Department prerequisites. See apprentice application for specific placement requirements.
- 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. Credit for prior experience as a registered apprentice: The Committee may grant credit for experience gained as a registered apprentice elsewhere in Oregon provided not more than two (2) years have elapsed since leaving the previous program. Credit is granted at the Committee's discretion. Official documentation from the former registering agency must accompany the request for credit.

- b. Military experience: At the Committee's 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.
- c. Other recognized Training: The Committee reserves the right to approve other recognized training as determined by the Committee. Prior credit for OJT or RT will be considered when legally obtained experience is documented in writing and directly aligns with trade work process categories and/or specific related training courses.
- d. NIMS: Machinist Apprentices with documentation of active NIMS credentials may receive credit from the Committee for those credentials. However, credit awarded for NIMS credentials does not waive course requirements.
- e. Prior Credit Process: Prior credit is granted by the JATC at the time of indenture. Prior credit may be granted after indenture on a case-by-case basis at the discretion of the Committee. Apprentices should be aware that academic Departments at the educational provider may have requirements or rules regarding courses or prerequisites that cannot be waived by the Committee. Apprentices seeking to receive academic credit may be required to provide additional documentation to the educational provider as requested to waive requirements. Prior credit is only formally awarded after completion of the probationary period listed in the Standard.

3 On-The-Job Training 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
 - 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.
 - b. Supervision: Apprentices will be supervised by journeymen employed by the same training agent. The training agent who employs the apprentices must also be providing the on-site supervision.
- 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 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 fourth apprentice in the same trade.
 - a. When a training agent has four apprentices concurrently registered to this standard and prior to registering a fifth concurrent apprentice, they must do the following: develop and submit apprentice selection procedures, an affirmative action plan and documentation, and goals and timetables to the division through the JATC. Affirmative action work plans must be submitted annually. This documentation must be approved by the committee and the Oregon State Apprenticeship and Training Council and/or the Division (when applicable) prior to the registration of a fifth apprentice.
 - b. For registered training agents who are already training more than four apprentices concurrently under an existing approved Affirmative Action Work Plan and Goals & Timetables and continue to train more than four apprentices concurrently under those plans, these documents must be regularly updated as detailed in the Standard.

- c. Training Agents with more than four apprentices concurrently registered to any one standard who have not actively pursued the approved strategies and/or who have not engaged in positive outreach activities will be cited to appear before the Committee 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.
- d. Regardless of number of apprentices, 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).

3.4 Continuous employment: Continuous employment as a MCH, CMO, CLO or IWF 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, in some cases, be allowed to continue accruing.

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 Suspended Apprentices: Suspended apprentices in good standing with the committee will be given the opportunity to return to work for their previous employer as soon as possible and prior to that employer registering a new apprentice.

4 Related Training Requirements

4.1 Overview: Related Training as scheduled by the Committee requires 144 classroom hours each year. Apprentices are required to be registered in a class every term that classes are offered until such time as they have finished their core curriculum AND completed the required 144 RT hours per year as detailed in their individual program Standard. Apprentices and training agents should be aware that some individual Departments at the Educational Provider may not offer summer courses or will offer core courses that require online class hours. In these cases, apprentices must be extra vigilant that they are able to accrue their required 144 RT hours per year. Additionally, apprentices in all programs must successfully complete all industry certifications as specified in the Standard.

4.2 Approved Educational Provider: 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 class schedule and classroom assignment. Failure to do so will result in disciplinary action.

4.3 Absences: If an apprentice misses a regularly scheduled class (not open entry/open exit lab) during the term, must include a note in the comments section of their MPR that includes both the date of the absence and a written explanation. Apprentices must note EVERY missed class on their MPR Absences not included and adequately described on the MPR constitute an incomplete MPR which will not be processed and may result in the apprentice being Held for a re-rate. NOTE: Instructors may make arrangements with students for missed class work, this does not constitute make-up of RT hours.

4.4 **Grades:** All related classroom training courses (Core and elective) must be completed with a letter grade of “C” or better or “Pass” for non-graded courses in order to be in good standing with the Committee. Any letter grade lower than a C will be considered a failing grade for apprenticeship purposes. **Failing grades in any course are subject to disciplinary action.** An apprentice who **fails to maintain a passing grade of ‘C’ or better** in classroom training will be **‘Held’ in the current period**, and after being afforded a reasonable opportunity to remedy the deficiency is still unable to master the course materials, will receive a **‘Proposed Cancellation Notice’**. 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. Apprentices receiving an ‘F’ in any course or a 2nd ‘D’ in the same course must retake and pass the failed course BEFORE moving to the next course in the curriculum series and must take electives in the interim.
- b. In addition, 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 apprentice will sign an academic plan contract approved by their training agent and provided to the Committee outlining the course(s) schedule for the year.
- c. An apprentice held for grade related issues will be held in their current 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 and Evaluation

- 5.1 Maintenance of Contact info: 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 if corrective action has not been taken.**
- 5.2 Monthly Progress Reports (MPRs): are used to determine if an apprentice qualifies for re-rate advancement to each progressive level. Status is evaluated at least every six (6) months, but may be reviewed at any time at apprentice request. If any of the previous 12 months MPRs are incomplete, late or missing, or if the apprentice is currently subject to any disciplinary action, the committee may 'HOLD' the apprentice in the current period. See Strike Policy.
- 5.3 MPR Deadlines: 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 electronically using the TradeSchool program with all hours (OJT and RT).** After all hours are logged, an MPR is not complete and cannot be processed until all logged hours have been verified as directed, absences have been documented and it is free of errors. MPRS must be submitted every month even if no hours are logged or if an apprentice is in exam referral. **It is the Apprentice's responsibility to retain proof of MPR submission each month.**
 - a. Electronic MPR submission: **All hours (OJT and RT) are logged electronically using TradeSchool every month.** OJT hours on an MPR are verified by the signing journey worker electronically in TradeSchool and Class hours on an MPR are verified electronically by the instructor for APR core classes.
Enter data at:
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 submission **ONLY** for verification of RT hours in a class where the instructor does not use TradeSchool to log attendance – Do not submit a hard copy MPR for any OJT and do not submit for APR Core RT :

In person: 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.

Email: Scan PDFs to: apprenticeship@pcc.edu

5.4 Strike Policy: The Strike Policy for late MPRs 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. Administrators are not authorized to remove a strike. However, if an apprentice feels that a strike should be removed they may submit a Committee Request Form prior to the next Committee meeting to request that consideration from the Committee.

- 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 Employer.” After a 3rd strike, the apprentice may be placed on disciplinary probation for six months with a written plan of correction.
- 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 disciplinary action up to and including termination 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.

6. Apprentice Advancement Requirements

6.1 Advancement Schedule: Advancement/rerate (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:

Machinist: 1000 hours of OJT and 2 NIMS certifications are required for each re-rate.

CNC Mill Operator: 2,000 OJT and 2 NIMS certifications are required for the first 2 re-rates and 600 OJT and 1 NIMS certification for the final re-rate.

CNC Lathe Operator: 2,000 OJT and 2 NIMS certifications are required for the first 2 re-rates and 600 OJT and 1 NIMS certification for the final re-rate.

Industrial Welder Fabricator: 1000 OJT and 72 RT hours are required for each re-rate.

Mechatronics: 1000 OJT and 72 RT hours are required for each re-rate.

Advancement Charts:

Machinist

Hours to Advance	1 st	2 nd	3 rd	4 th	5 th	6 th
On The Job	0	1001	2001	3001	4001	5001
	1000	2000	3000	4000	5000	6000
NIMS Certifications	0	2	4	6	8	10

CNC Mill Operator

Hours to Advance	1 st	2 nd	3 rd
On The Job	0	1001	2001
	1000	2000	2600
NIMS Certifications	0	2	3

CNC Lathe Operator

Hours to Advance	1 st	2 nd	3 rd
On The Job	0	1001	2001
	1000	2000	2600
NIMS Certifications	0	2	3

Industrial Welder Fabricator Advancement Chart

Hours to Advance	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
On The Job	0	1001	2001	3001	4001	5001	6001	7001
	1000	2000	3000	4000	5000	6000	7000	8000
Related Training	0	73	145	217	289	361	433	505
	72	144	216	288	360	432	504	576

6.4 Disciplinary Issues and Advancement: If an apprentice has pending disciplinary issues or is on disciplinary probation they may be Held in period until such time as the issue is resolved.

6.5 Suspension Status: Apprentices needing to temporarily suspend their apprenticeship may do so within the allowable parameters.

- a. Suspension status is limited by the State to one (1) calendar year. Leaves longer than one year may be approved by the committee based on employment rights provided by a collective bargaining agreement, and/or applicable federal or state laws.
- b. Apprentices in suspension status will be required to appear before the Committee at the regularly scheduled meeting closest to the expiration of their year in order to take appropriate action prior to the suspension expiration.

6.6 Completion: At such time that an apprentice is in good standing with the Committee, has met all OJT and RT hours required by the program, has completed all required industry certifications and has passed all core classes, the Committee will officially complete the apprentice and submit required paperwork to BOLI for issuance of the journey card.

6.7 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 electronic file. All actions taken by the committee will be noted in the minutes of the meeting and submitted top 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; and **U** = UN-SUSPEND.

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; and **WP** = Within Probation.

7. Training Agent Requirements

7.1 Compliance: The employer agrees to comply with all 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.

7.2 Apprentice Selection: The Training Agent agrees to select apprentices from within their current pool of employees adhering to all EEOC requirements as detailed in the Standard and section 3.3 of this policy document.

7.3 Supervision Documentation: Each training agent must provide a copy of the supervising journey worker's journey card or equivalent documentation of that person's status as a "skilled practitioner of the trade." The apprentice's assigned journey worker or an appropriate training agent representative must accompany the apprentice to the indenture meeting. Any supervising journey worker supervising work must engage in direct supervision at all times.

- 7.4 Supervision Ratio: 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.
- 7.5 Apprentice Wages: The training agent agrees to pay each apprentice accordingly to a progressively increasing schedule of wage based on specified percentage of the average journey level wage determined each year by the wage survey.
- 7.6 Apprentice Work Schedules: The training agent agrees to arrange apprentice work schedules so that they can attend required classes.
- 7.7 Documentation: 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.
- 7.8 Apprentice Employment Changes: Training agents will provide prompt notice to the committee of apprentice lay-off or termination within thirty (30) days.
- 7.9 Reporting: Training agents will provide periodic reports to the committee as required by the Division or OSATC.
- 7.10 Wage reporting: 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 or participation after the established Committee submission deadline may result in termination of training agent status. (ORS 660.137(6))
- 7.11 Supervision Changes: 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.

7.12 Administrative Fee: All training agents agree to pay an administrative fee for each apprentice. The company will be billed quarterly by Portland Community College on behalf of the Committee 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 registered to the program and end the day the committee officially approves removal of the apprentice from the program. (The Committee uses the action dates from the committee minutes to determine start and end dates).

7.13 Affirmative Action: Training Agents are responsible to comply with the committee's written affirmative action plan as applicable and will not be eligible to register a fifth apprentice in the same trade unless their individual affirmative action and selection procedure documentation has been approved by the Committee and the Division.

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

7.15 Employment and Compensation of Apprentices & Journeyworkers: Both apprentices and journey workers shall be employed and paid by the same Training Agent.

7.16 Provision of OJT: The Training Agent must be able to provide all aspects of OJT on site at the facility which is registered to the JATC to provide such training.

7.17 Compliance Checks: The Committee will make periodic checks of Training Agents as required by the Standard to determine continued eligibility of the employer to train apprentices. These checks are made by the administrator annually through participation in the wage survey and proactively at any time information is provided to the Committee that Training Agent eligibility may have changed. Additionally, the JATC may randomly select active training agents each year for a site visit conducted by members of the JATC. These site visits will be scheduled well in advance and at a mutually agreed upon time with the Training Agent. If it is determined through the routine checks or site visits that the Training Agent is no longer eligible to train apprentices the JATC will propose cancellation, inform the Training Agent of such action and invite them to appear before the JATC to discuss the matter prior to any termination of status.

7.18 Disciplinary Action: All communication regarding disciplinary action of training agents shall follow the same procedure and timelines detailed for apprentices in Section X of the Standard. All Training Agents asked to make remediation as a condition of continued good standing with the Committee will be provided with a written plan of correction and be granted reasonable opportunity to complete such plan prior to any final termination.

8. Grievance Procedure

8.1 Initiating a Grievance: An apprentice or employer having a dispute with the committee is entitled to bring such grievance to the Committee for resolution.

- a. The grievant shall 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. The grievant shall 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;

8.2 Appealing a Grievance: If the grievant is not satisfied with the result, they may appeal to the Committee for re-consideration within 30 days. Within 30 days of the Committee's final action, if the grievant wishes to pursue the complaint, they may appeal the decision to the State Director of Apprenticeship and Training. Portland State Office Building, 800 NE Oregon St., Suite 1045, Portland, OR 97232.

8.3 Grievance Addendums:

- a. The decision of the BOLI-ATD Director will be binding on both parties.
- b. Failure or refusal by the grievant to abide by the procedure, including the timelines, will render the grievance null and void.
- c. The grievant accepts this procedure as precedent to initiating civil action.