



WASHINGTON COUNTY INDUSTRIAL MANUFACTURING TECHNICIAN JATC

Committee Policies & Handbook

Preface

The Joint Apprenticeship Training committee (JATC) responsible for operating the IMT 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 Washington County Industrial Manufacturing Technician JATC is hereinafter referred to as IMT.

Akanchyaa Pradhan

Date:

Contents

1. Committee Operation	2
2. Apprentices – Program Qualifications	3
3. OJT Requirements	5
4. Related Training Requirements	7
5. Apprentice Review and Evaluation	8
6. Apprentice Advancement Requirements	10
7. Training Agent Requirements	11
8. Complaint Resolution	15

1. Committee Operation

- 1.1. Membership - The committee consists of four (4) to eight (8) Principal Members, representing Employers and Employees in equal numbers.
 - 1.1.1. Employer representatives are appointed by current employer members and may include any individual that meets the requirements set by the State of Oregon for the Employer classification.
 - 1.1.2. Employee representatives are appointed by current employee members and must hold an equivalent or higher license and may include any individual that meets the requirements set by the State of Oregon for the Employer classification.
 - 1.1.3. Members are approved at Committee discretion.
 - 1.1.4. Committee officers: The positions of committee chair and secretary are filled by opposite representation (ER and EE) 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.
 - 1.1.5. 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.
 - 1.1.6. Alternates may be designated for each member as necessary.
 - 1.1.7. 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).
 - 1.1.7.1. Only employer members may recommend and vote for the 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.
 - 1.1.7.2. A member who fails to attend three (3) consecutive meetings will be deemed inactive and subject to removal.

- 1.2. Meetings: The Committee meets quarterly. Committee meetings are held quarterly and conducted under Roberts' Rules of Order. Additional meetings will be scheduled as needed.
 - 1.2.1. All apprentice files are reviewed a minimum of twice per year for re-rate.
- 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. Physical meetings include zoom, google meets or any other live format. The committee may vote to take all other actions by email, 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, submit a completed application and attend a mandatory apprentice orientation as scheduled by the Committee.

2. Apprentices – Program Qualifications

2.1. Application Information

- 2.1.1. Minimum Qualifications: Applicants must meet all age and education qualifications specified in the Standard.
- 2.1.2. Math Placement: All applicants must have a GED or high school current placement into MTH 20, Fundamentals of Mathematics or greater.
- 2.1.3. 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

- 2.2.1. Policy Statement: Oregon law does not allow an apprenticeship committee to grant credit for illegally gained experience. Credit for legally obtained OJT experience will be granted on an individual basis as determined appropriate by the Committee. New

apprentices must be a registered apprentice with BOLI-ATD before any credible licensed OJT hours can be legally recorded for a licensed trade (IMT).

- 2.2.2. 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 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.
- 2.2.3. Credit for prior coursework: The committee will grant credit for coursework obtained at an accredited institution that shows equivalency to the related training courses of the program on an individual basis at the discretion of the committee. Prior credit for courses, if approved, includes credit of requisite related training hours.
- 2.2.4. Military experience: The committee will evaluate and allow credit for Military experience provided the applicant submits validated experience equivalent to 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 may be given at the time of registration or upon successful completion of the probationary period.
- 2.2.5. If granted credit for prior experience under one of these provisional exceptions, the applicant shall be granted credit for experience based upon the following:
 - 2.2.5.1. demonstrated skills and/or;
 - 2.2.5.2. documented on the job experience and/or;
 - 2.2.5.3. documented classroom related training and/or;
 - 2.2.5.4. results of an objective examination
- 2.2.6. If granted credit for prior experience, credit will be given upon completion of the probationary period.

- 2.2.7. All apprentice requests for advanced placement of related training coursework or hours and substitution of courses shall occur at the time of registration. Prior credit for courses, if approved, includes credit of requisite related training hours.
- 2.2.8. If circumstances warrant course substitutions subsequent to registration 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. 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
 - 3.2.1. 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.
 - 3.2.2. Supervision: Apprentices will be supervised by Journey-level worker employed by the same training agent. The training agent who employs the apprentices must also provide on-site supervision.
- 3.3. EEOP: Each Training Agent will follow its own internal selection process for new apprentices with regard to affirmative action AND will be subject to the Committee's Equal Employment Opportunity policies.
 - 3.3.1. All participating employers must fill out EEO documentation with their application to be approved as a training agent and annually in January of each year to continue to participate. It is a priority of this Committee that the apprentice population represent the general population as much as possible and highly encourages employers to support and facilitate the registration of apprentices from marginalized populations. This documentation must be approved by

the committee and the Oregon State Apprenticeship and Training Council and/or the Division (when applicable).

- 3.3.2. Training Agents who have not submitted annual documentation 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's continuing good faith affirmative action effort in the selection and hiring of apprentices will face loss of training agent status.
- 3.3.3. 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 an IMT 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, the apprentice then must submit a job rotation request to a new Training Agent to continue their apprenticeship or submit a suspension request to suspend their apprenticeship up to one year while they seek a new training agent or terminate their apprenticeship agreement if they do not wish to continue the program and will require the committee in the next scheduled meeting to:
 - 3.4.1. 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.

4. Related Training Requirements

- 4.1. Required Coursework: Related training as scheduled by the committee requires a minimum of **144*** classroom hours of all core courses outlined in your course list. In addition to general course work, every apprentice is required to take CEU 3965 – Cultural Competency in their first term as an apprentice to be eligible to continue in apprenticeship
- 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: An apprentice who misses a class 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 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.
 - 4.4.1. 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 any courses must retake and pass the failed course BEFORE moving to the next course in the curriculum series and must take electives in the interim.

- 4.4.2. 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's circumstances.
- 4.4.3. 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' or undeliverable emails, or disconnected phone numbers 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 Late Report Policy.
- 5.3. MPR Deadlines: Properly completed MPRs are due on the 1st of the month. MPRs received or corrected after the 10th of the month are late and may result in disciplinary action. **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. It is the Apprentice's responsibility to retain proof of MPR submission each month.

- 5.3.1. OJT hours will be logged electronically using TradeSchool every month. OJT hours on an MPR will need to be verified by the signing apprentice's Journey-level worker electronically in Tradeschool.
- 5.3.2. All RT hours must be logged into Tradeschool by the apprentice and approved by their instructor. For instructors who don't have access to Tradeschool, apprentices will be required to submit a signed printed MPR confirming entered class hours each month.

Enter data at:

<https://secure.tradeschoolinc.com/v5/pcc-edu/login/index.php>

Email: Scan PDFs to: apprenticeship@pcc.edu. Include in the subject line the month and apprenticeship name

Problems: Email the Administrators for assistance at apprentice@pcc.edu.

- 5.4. Late Reports: Failure to submit MPRs as required will result in disciplinary action. The late policy is designed to encourage timely submission of MPRs and to foster accountability. The policy is enforced using a rolling 12 months calculated from the date of the first late submission. Failure to submit MPRs as required will result in disciplinary action. Apprentices can submit a Committee Request Form prior to the next committee meeting to request a consideration for late submission appeal.
 - 5.4.1. The first missing, late or incomplete MPR will result in a reminder sent to the apprentice.
 - 5.4.2. The second 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.
 - 5.4.3. The third missing, late or incomplete MPR within a 12 month period the apprentice will need to appear before the committee. Any additional late MPRs before the committee meeting will be considered in the actions taken at the meeting.
 - 5.4.4. The fourth missing, late or incomplete MPR within 12 months may place the apprentice on disciplinary probation for six months and

require a written plan to submit MPRs correctly and on time. Any missing, late or incomplete MPRs after this may result in disciplinary action up to and including termination.

- 5.4.5. After a 3rd late MPR, if an apprentice does not reach a fourth late MPR 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: The committee will advance apprentices to the next level in the wage progression when they demonstrate the required knowledge, skills and abilities. Apprentices are expected to progress in both on-the-job training and related instruction.
- 6.2. Advancement Schedule: Advancement/erate (moving from current 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.**
- 6.3. Required Training: Apprentices must be proficient in the competencies as listed in the standards as observed on the job by the apprentice's Journey-level worker/Supervisor in order to advance or complete.
- 6.4. Advancement Chart:

Wage schedule:

Number of Required Competencies	Required Wage Percent
0 - 3 Competencies	85%
4 - 6 Competencies	92%
7 Competencies	100%

- 6.5. 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.
- 6.6. Suspension Status: Apprentices needing to temporarily suspend their apprenticeship may do so within the allowable parameters.
 - 6.6.1. 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 a case by case situation and/or applicable federal or state laws.
 - 6.6.2. 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.
- 6.7. Completion – Apprentices who have completed all program components outlined in the program standards will be approved for completion.
- 6.8. Communication – The committee will provide written notification of any action taken to apprentices and training agents, and copies of all related correspondence and supporting documentation will be maintained in the apprentice’s digital file. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

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: Apprentices must be supervised by competent and knowledgeable personnel in accordance with ORS chapter 660.010. Journey-level workers/Supervisors will review the approved skills and

competencies and will create a training plan to review areas where additional training is necessary.

- 7.3.1. All Journey-level workers and direct managers of the apprentices and anyone that directly works with the training of the apprentices must complete CEU 3965 – Cultural Competency course at the committee's approved educational provider to be able to train apprentices.
- 7.3.2. Each training agent will adhere to the apprentice/Journey-level worker ratio of 1 to 1 as required by state standards on the same shift in the same plant.
- 7.4. Evaluation: Journey-level workers are required to identify how proficient apprentices have become against each competency every six months. Training agents are required to verify and confirm with a signature that all OJT training was provided with appropriate supervision. The Journey-level worker will complete the competency forms, which the apprentice will submit and email to the apprenticeship department at least 10 days before the committee meeting.

Email: Scan PDFs to: apprenticeship@pcc.edu. Include in the subject line the month and apprenticeship name

Problems: Email the Administrators for assistance at apprentice@pcc.edu.
- 7.5. Training plan: The committee will train participating employers on their duties, responsibilities in accordance with the following procedures:
 - 7.5.1. New training agents: Employers will receive a copy of the apprenticeship standards, committee policies and procedures, and applicable forms at the time of application and will be required to acknowledge receipt and understanding of this information prior to the approval of training agent status. Prior to obtaining approval, training agents must meet with the Program Administrator and attend a committee meeting in order to ask/ answer questions regarding committee expectations.
 - 7.5.2. Each training agent must provide documentation on each Journey-level worker that will be working with apprentices and that

documentation must clearly show how they meet the Journey-level status to train in that occupation.

- 7.6. Apprentice Wages: The training agent agrees to pay each apprentice at a minimum according to a progressively increasing schedule of wage based on specified percentage of the average Journey-level wage determined each year by the wage survey.
- 7.7. Apprentice Work Schedules: The training agent agrees to arrange apprentice work schedules so that they can attend required classes.
- 7.8. 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.
- 7.9. Apprentice Employment Changes: Training agents will provide prompt notice to the committee of apprentice lay-off or termination within thirty (30) days.
- 7.10. Reporting: Training agents will provide periodic reports to the committee as required by the Division or OSATC.
- 7.11. Wage reporting: Training agents will participate in the annual wage survey in order to determine the average Journey-level 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))
- 7.12. Supervision Changes: It is the Training Agents responsibility to inform the committee within seven (7) calendar days, of any situation that compromises the direct supervision requirements of OAR 918-282-0150.
- 7.13. 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).

- 7.14. Affirmative Action: Training Agents are responsible to comply with the all EEO annual documentation requests from the committee including but not limited to Outreach, recruitment and retention plans, training agent source list, apprentice recruitment goals and timetable plan etc. for both the committee and the training agent to be in compliance with all state and federal EEO requirements.
- 7.15. 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
- 7.16. Employment and Compensation of Apprentices & Journey-level worker: Both apprentices and Journey-level workers shall be employed and paid by the same Training Agent.
- 7.17. 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.
- 7.18. 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.
- 7.19. Disciplinary Action: The committee will review all alleged violations against its training agents. If the investigation shows that the program standards

and/or committee policies and procedures have been violated, the training agent in question will be notified to appear at the next committee meeting to discuss its continued status as a training agent. Training agents who fail to adhere to program requirements will have their training agent status revoked.

- 7.19.1. All communication regarding disciplinary action of training agents shall follow the same procedure and timelines detailed for apprentices in Section 10 of the Standard.

8. Complaint Resolution

- 8.1. Submitting a Complaint: Any program participant who has a problem is encouraged to bring it to the committee's attention promptly
 - 8.1.1. All complaints must be submitted in writing to the Program Administrator at least two weeks prior to the next committee meeting for placement on the meeting agenda. Unless an immediate resolution is needed, complaints received after that time will be addressed at the following committee meeting.
 - 8.1.2. Attendance at the committee meeting is required to attempt resolution of the dispute.
 - 8.1.3. The committee will communicate the result in writing to the complainant within seven (7) working days;
- 8.2. Evaluation and investigation: The committee will evaluate all complaints to determine the appropriate action. If additional information is needed before the issue can be resolved, a specific timeline for investigation will be established and communicated in writing.
- 8.3. Committee review and action: The committee will review all information presented in making its decision. Depending upon the circumstances, the complainant may need to meet with the committee to provide additional information.
 - 8.3.1. If the committee determines that the program standards, policies, or procedures have been violated, it will cite the violator to appear

at the next committee meeting to discuss their continued status in the program.

- 8.3.2. Participants failing to adhere to the committee's standards, policies, and procedures will be subject to disciplinary action (see Policy 7).

8.4. Communication: The committee will provide written notification of any action taken to apprentices and training agents, and copies of all 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 ATD.

8.5. Appealing a Complaint: If the complainant is not satisfied with the result, they may appeal to the Committee for reconsideration within 30 days. Within 30 days of the Committee's final action, if the complainant 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.

8.6. Complaint Addendums:

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