

AREA I PLUMBERS' JATC

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POLICIES

Apprentices and Training Agents

Must read and sign the back page

Return the page to:

Area I Plumbers' JATC
15800 SW Boones Ferry Rd.
Suite B-3
Lake Oswego, OR 97035

INTRODUCTION

Welcome to the plumbing trade. You have chosen a worthwhile and rewarding occupation.

During the next four years of apprenticeship you will receive on-the-job training and schooling to prepare you to become a journeyman.

A committee composed of local plumbing company employers and journeymen plumbers, otherwise known as the Joint Apprenticeship Training Committee (JATC) administers this program. The day-to-day administrative duties for the program are handled by Marianne Carley at 15800 SW Boones Ferry Road, Suite B-3, Lake Oswego, OR 97035. A representative from the State of Oregon Bureau of Labor and Industries Apprenticeship Training Division is occasionally present at meetings.

It is our desire as the JATC to offer the best program possible so you can become the finest journeyman that you are capable of becoming. Work hard and diligently on the job, listen carefully to the journeyman's instruction, and observe his/her work. Treat him/her with respect as he/she is taking time out of his/her work to instruct you. You will find that you can learn something unique from each and every journeyman.

Apply yourself in the classroom. This additional technical instruction will enhance your knowledge in areas sometimes not covered on the job.

Adhere to the policies and instructions that follow and you will progress through the program like clockwork.

With sincere regards,

The JATC Committee

Supersedes all previous Policy Handbooks published by the Area 1 Plumbers JATC. (10-15)

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Oregon State Apprenticeship and Training Council Policies – Adopted by the JATC:

- Political Activity
- Equal Employment Opportunity
- Harassment
- Complaint Resolution Procedures
- Traveling Training Agent Policy
- Placement and Removal from Pool of Eligibles

AREA 1 PLUMBERS JATC

1. General Responsibilities of Apprentices

- A. All plumbing apprentices will be registered to this committee which will act as the employer's agent in administering this program. Apprentices will not be indentured to individual contractors.
- B. The Area 1 Plumbers JATC meetings are currently held the first Wednesday of every month at the following location at 5:30 PM :

Area I Plumbers JATC
15800 SW Boones Ferry Rd.
Suite B-3
Lake Oswego, Oregon 97035
(503) 675-0548

C. Duties of an apprentice:

- 1. Diligently and faithfully perform the work assigned by your supervisor
- 2. Develop and practice safe work habits
- 3. Conduct yourself at all times as a representative of the apprenticeship program in a neat and professional manner.
- 4. Attend all required related training
- 5. Advance in the program
- 6. Keep the committee informed of your current address and telephone number
- 7. Work for an approved training agent

2. Monthly Work Progress Reports (WPRs)

Apprentices will submit properly completed and signed reports to the JATC office by the 10th day of each month. Originals only--faxed copies cannot be accepted.

--Type or print with pen (no pencils please)

--Complete EVERY question

--TOTAL all figures and check your math.

--Make sure that your supervisor/employer answers the questions, signs the bottom, and dates the form.

--MOST IMPORTANT - Make a copy for your records!

--Work progress reports must be turned in even if you are unemployed or not attending school.

--Any apprentice missing one or more MPRs shall be sent a Notice to Appear/Proposed Cancellation.

3. Notice to Appear/Proposed Cancellation/Final Cancellation

- 1. A Notice to Appear by the JATC requesting your appearance at a meeting for a **late report** means you must attend the next meeting. A Notice to Appear by the JATC requesting your appearance at a meeting for **any other issue** means you must attend the next meeting unless the problem is resolved prior to the meeting date and you are excused by a JATC member or the program coordinators.
- 2. Failure to appear or correct the problem will result in your being issued a Proposed Cancellation. Your attendance is then mandatory.
- 3. You may be issued a Final Cancellation at the next meeting of the JATC if you fail to appear as requested for a Proposed Cancellation.

4. If you are cancelled from the program for cause you may not apply to re-enter the program for a period of one year. You must wait for a program opening to reapply and must meet current minimum qualifications.

4. Buck Slips

A buck slip shall be filled out and turned in to the JATC for the following reasons:

1. You are out of work (your name will be put on the "Out of Work" list)
2. You are changing employers
3. Your address changes *
4. Your telephone number changes *
5. Absence from school
6. All apprentices who wish to address the committee will need to be noted on the meeting agenda. This can be accomplished by submitting a buck slip with an explanation to the committee with the following information:
Request to be placed on the agenda with reason for request.

All agenda items must be in the JATC office ten (10) days before the regularly scheduled meeting.

* The apprentice shall be held responsible and may be cancelled from the program, if the committee cannot contact him due to a wrong address or phone number in his file.

5. Employment Policy

- A. It shall be the responsibility of the apprentice to maintain consistent employment with an approved training agent and attend all assigned related training.
- B. The apprentice shall be held responsible if he/she is not working for an approved training agent. OJT hours accumulated while working for a non-training agent will not be counted.
- C. An apprentice plumber shall not be permitted to own, manage, or supervise the company or firm where the apprentice receives on-the-job training apprenticeship hours.
- D. You will not "moonlight or work on the side" in a trade related industry.
 1. Any apprentice found working in violation of the licensing law will be required to attend the next JATC meeting to show cause why their apprenticeship agreement should not be cancelled.
 2. An apprentice will not be allowed to hold a plumbing license from another state while Registered in and gaining OJT in the Area I program.

6. Probationary Period:

1. The first 1000 hours of OJT in the Area I Plumbers JATC apprenticeship program is the probationary period.
2. The JATC can terminate an apprentice during the probationary period if the following criteria are not met:
 - a. Progress in related training
 - b. Maintain employment
 - c. Positive employer monthly reports regarding OJT
 - d. Follow all policy requirements
 - e. Placement tests are not completed successfully within six (6) months.

7. Changes in Employment

1. The JATC maintains a list of approved training agents and a list of apprentices looking for work. Apprentices on the out-of-work list will be placed with training agents before applicants are taken from the applicant pool as stated in the selection plan. Apprentices on the out-of-work list who do not find employment after two referrals from JATC will be cited to appear before the committee.
2. Before the apprentice accepts employment from any employer or changes employment, he

must first contact the JATC (telephone and Buck Slip). After the committee has determined that the employer is an approved training agent, the employer's apprentice/journeyman ratio is correct, and related documents are in order, then the employment transfer may be approved.

3. Apprentices should not change or leave an employer without notifying the JATC. Written notification must be received in the JATC coordinator's office within two days of the actual change. The notice will be a Buck Slip naming the new employer. Failure to give proper notification will result in the apprentice not being allowed credit of OJT hours past the last day of employment with the previous employer.
4. An apprentice who is terminated by a training agent will be cited to appear before the committee.
5. Training agents will notify the JATC immediately following termination of an apprentice.

8. Placement Tests

Two placement tests are required to be taken at Clackamas Community College within thirty (30) days of being indentured (the date you entered the program.) Passing scores are a minimum of 250 in Reading, 226 in Math. Tests must be successfully completed prior to the end of six-month probationary period. Remedial classes may be required. The JATC will review these on an individual basis and will mentor students when necessary.

9. Supervision Policy

Apprentices shall work under supervision at all times:

Periods 1 - 2 Supervision:

A journeyman plumber shall be immediately present on the site and within easy access for supervision of the work processes.

Periods 3 - 8 (See Phased Supervision)

PHASED SUPERVISION OF PLUMBING APPRENTICES
PURSUANT TO AND CONSISTENT WITH OAR 918-690-085

1. The apprentice works subject to the supervision of an appropriate journeyman plumber who is immediately available to the apprentice by voice communication but not necessarily physically present, provided:
 - a. An appropriate journeyman plumber meets with the apprentice at least once each day to go over work done by the apprentice, with the meeting taking place either at the immediate work site or away from the work site.
 - b. The activity is consistent with the JATC's work requirements.
 - c. Only one apprentice plumber shall be working at work site.

The apprentice shall:

1. Engages in water heater replacement or conversion after completing at least **two periods** of apprentice training, appropriate related training and successful evaluation from the JATC in the type of work.
2. Engages in minor repairs in one or two family dwellings after completing at least **three periods** of apprenticeship training, appropriate related training and successful evaluation from the JATC in the type of work.
3. Engages in general repairs, maintenance and replacement of existing plumbing after completing at least **four periods** of apprentice training, appropriate related training and successful evaluation from the JATC in the type of work.
4. Engages in new or remodel installations after completing at least **five periods** of apprentice

training; appropriate training, and successful evaluation from the JATC in the type of work.

CRITERIA FOR PHASED SUPERVISION:

Application to the Area I Plumbers JATC shall be made by the apprentice seeking specific approval(s) on a form furnished by the committee. To request a form contact the JATC.

Requirements:

1. The apprentice must have maintained a 3.0 GPA or better grade average in committee sponsored apprenticeship classes, passed all courses to date of application and be in good standing with the committee.
2. The apprentice must have received the recommendation of
 - (a) A related training instructor
 - (b) An Oregon licensed Journeyman plumber
 - (c) The apprentice's training agent
3. The apprentice must demonstrate to the committee's satisfaction sufficient on the job experience in the specific work categories requested. This is to be accomplished by a spiral bound notebook. This notebook is to be kept for 30 days immediately prior to the JATC meeting and is to include job related activities including job numbers where applicable.

APPRENTICE WILL BE REQUIRED TO:

Maintain a spiral bound logbook showing the daily meetings with an appropriate journeyman plumber including:

1. Name of journeyman plumber.
2. Place of meeting.
3. Time of meeting.
4. Any other specifics which may be relative to the functions of supervision including job references and work process.

The apprentice's logbook shall be available upon demand for review by:

1. The JATC.
2. Any Builders' Board inspector.
3. Any local or state Plumbing Inspector.
4. Any official of the Building Codes Division State of Oregon.

The following penalties may be imposed by the Area I JATC on its apprentices and training agents for violations of OAR 918 690 085.

	<u>Training Agent</u>	<u>Apprentice</u>
<u>1st Violation</u>	- 6 month disciplinary probation	-6 month disciplinary probation
<u>2nd Violation</u>	- 6 month hold on new appr. (In a 2 year period)	-6 month hold rerate
<u>3rd Violation</u>	-Indefinite Cancellation in Phased Supervision participation.	-Cancellation of Phased Supervision Participation for entire remainder of Apprenticeship program
<u>4th Violation</u>	1 year cancellation training agent status	-Cancellation of agreement for failure to progress

10. Ratios

- A. The ratio of journeymen to apprentices are as follows:
- First apprentice: 1 journeyman to 1 apprentice
 - Second apprentice: 1 additional journeyman to 1 apprentice
 - Third apprentice: 3 additional journeymen to 1 apprentice each additional apprentice will require 3 additional journeymen. (example – 1/1,2/2,3/5,4/8,5/11,6/14 etc.)
 - Additional Apprentices: When an employer has 5 apprentices additional apprentices may be obtained upon request pending JATC approval. Some areas that may be considered are steady employment of apprentices, ongoing adherence to training agent policies and a history of successful completion of apprentices.
- B. Area I JATC may impose the following penalties if a training agent does not adhere to the proper journeymen to apprentice ratio as stated in JATC policies. This is a guideline and all violations are up to the discretion of the JATC. Training Agents will be sent a notice to appear for each violation plus the following:
- 1st Violation-Letter of disciplinary action
 - 2nd Violation-Actions which may include up to 6 mo. disciplinary probation
 - 3rd Violation-Actions which may include up to 1 yr. disciplinary probation and a hold on new apprentices.
 - 4th Violation-Actions which may result up to a 1-year cancellation of training agent status.

11. Credit For Previous Experience

- A. New Applicant to the Program:
- 1. An initial apprentice applicant may be granted conditional credit for documented, legally obtained experience. Credit will be revoked if the apprentice fails to complete or show equivalent skills at the classes required.
 - 2. Documentation or experience may include oral or written examination at the discretion of the committee. The probationary period remains in effect.
 - 3. A notarized letter from an available former employer, on company letterhead, bearing the owner's signature. This letter must document the amount of legal time worked for that employer, and detail the type of work done and the amount of time spent in each area.
 - 4. Transcripts and military records where applicable.
 - 5. A letter, on company letterhead, from the current employer, bearing the owner's signature, stating that the employer is aware of, and concurs with the apprentice's request.

12. Related Training Classes

- A. Apprentices shall attend all related training as prescribed by the JATC. Apprentices shall maintain "C" or better grades. Classes with a grade of "D" or less shall be repeated at the apprentice's time and expense.
- B. Apprentices will not be allowed to "double up" or take extra-related training classes without permission of the JATC.
- C. Specifically which classes can be challenged shall be left to the discretion of the committee.
- D. Apprentices indentured after the September JATC meeting shall not attend related training until the next fall term.
- E. A First Aid/CPR card will be required during the first year of apprenticeship. Apprentices entering with advanced credit will have 6 months to obtain a First Aid/CPR card. A copy of the card must be sent to the JATC office.

- F. Apprentices who fail a term in the 4th year will be required to take 16 hours of trade related classes each term until Fall of the following year.
13. School Registration Policy
- A. Apprentices are required to register and pay all fees required for related training classes on the date established by the JATC. Failure to register and make payment at the prescribed times shall result in a late fee and a notice to appear before the committee to show cause why the apprenticeship agreement should not be terminated.
14. School Absences
- A. If an absence should occur, the apprentice must submit a "Buck Slip" to the office within ten (10) days of the absence, with the following information:
- Date of absence
 - Reason for absence
 - Apprentice's signature, Employer and Instructor Signature
- B. 1. 11 week class—
- a. If you have more than 1 unexcused absence you will be required to repeat the class.
 - b. If you have more than two excused absences you will be cited to appear before the committee and may need to repeat the class.
2. 5 Week Class
- a. More than 1 absence excused or unexcused class will be repeated.
- C. Failure to submit a Buck Slip for school absence will result in the apprentice being cited before the committee.
- D. Excusable school absences are as follows:
1. Vacation - once a year
 2. Death in the immediate family (father, mother, wife, child, brother, sister, grandparents)
 3. Illness, accompanied by doctor's certificate
 4. Accident, accompanied by an accident report
 5. Wedding - your own
- E. Some of the absences that will not be excused are:
1. Working late
 2. Working out of town
 3. Car Trouble (without tow bill)
 4. Sick, flu, etc. (without doctor's note or prescription copy)
 5. Late class arrival (marked absent)
 6. Leaving class early (marked absent)
15. Rerate Policy (Advancement)
- A. Advancement (rerating) in the apprenticeship program is not "granted" to any apprentice; it must be earned. Each apprentice is expected to advance in the program, with rerating at six-month intervals effective February 1 and August 1 only.
- B. Every apprentice will advance in the program only if the following areas meet the committee's approval:
1. "On the job" training time (OJT) -- Each apprentice is expected to accrue a minimum of 1,000 OJT hours during each six (6) month time period, January-June and July-December. Apprentices will be considered for a rerate if 900 hours have been reached in the 1st period only and all other required policies have been met. In the 2nd-8th period, the minimum hours on the chart below must be met and all other required policies must be met. You can chart your own progress based on the following information:
 OJT hours - to be considered for rerate from:
 1st to 2nd period -Minimum of 1,000 OJT hours
 2nd to 3rd period -Minimum of 2,000 OJT hours
 3rd to 4th period -Minimum of 3,000 OJT hours
 4th to 5th period -Minimum of 4,000 OJT hours
 5th to 6th period -Minimum of 5,000 OJT hours

6th to 7th period -Minimum of 6,000 OJT hours

7th to 8th period -Minimum of 7,000 OJT hours

8th to test period -Minimum of 7,700 OJT hours

Recommendations will not be made for the state exam until the apprentice has attained passing grades in all classes and completed the needed hours in the fields of training.

Work progress reports - Any apprentice delinquent in more than one (1) report shall not be considered "current" or eligible for advancement.

Employer evaluation section of the work progress report - submitted by the apprentice to the employer. The employer's evaluation must be favorable for the apprentice to be considered eligible for advancement. The authorized employer representative must sign the WPR.

Related training, attendance and grades -- submitted by the instructor. Each apprentice must be properly registered and maintain class attendance in accordance with the absenteeism policy. Apprentices not receiving a passing grade of "C" or better will be required to retake the class and will receive a hold notice.

Notices to appear or proposed cancellations--If an apprentice receives two (2) or more citations during the six month period between rerates, they will automatically be held in their current period at the next rerate.

- C. Failure to advance in the program may be considered by the committee as cause to recommend cancellation of the apprentice's agreement. The committee may grant a withdrawal or a cancellation with credit.
- D. If an apprentice is held at their last rerate for policy violations or short hours they may be rerated for the previous term plus the current term (two periods) provided there were no further violations of committee policies the preceding six months.

16. Journeyman Examination Policy

- A. Apprentices may only take the journeyman examination upon the recommendation of the committee. Any apprentice attempting to take the examination without the committee's approval will be refused by the examining office and will be cited before the committee to show cause why their agreement should not be cancelled. Early withdrawals will not be allowed to take exams.
- B. The committee recommendation will be based on the following:
 - 1. 7,700 OJT hours of well-rounded experience as outlined in the standards.
 - 2. Must be at least in the 8th period
 - 3. Employer's evaluation
 - 4. Monthly progress reports correctly completed and current.
 - 5. All required related training courses completed with grades of "C" or above.
- C. After being recommended to take journeyman exam, the apprentice has ninety (90) days to take the exam.
- D. If the apprentice has not passed the journeyman exam by September, the apprentice will be required to take the entire 4th year again.
- E. If an apprentice fails to pass the exam after taking the code classes a second time they will be notified that they have been "completed from the program without passing the exam".

17. Training Agent Qualifications

- A. Employers requesting approval as qualified training agents must have a State of Oregon Plumbing Business/Contractor(PB) License, with their principle place of business in Oregon, who appear before the JATC and submit the following:
 - 1. Training Agent Application Form
 - 2. Proof of worker's compensation and general liability insurance
 - 3. Current Contractor's Board Registration Number
 - 4. Journeyman plumber's licenses
 - 5. \$500 Initiation/Reinstatement training agent fee
- B. Licensed plumbing contractors must have been in business under their present business name with a State of Oregon Plumbing Business/Contractor(PB) License for a minimum of 12

consecutive months immediately prior to applying for approval as a training agent.

Exception: If a name change was following a business status change (e.g., sole proprietorship changing to a LLC or incorporating) as long as the majority ownership of the business remains the same.

- C. New Training agents will only be allowed to bring a maximum of two (2) apprentices in. After six (6) months they may request additional apprentices.
- D. Training agents who fail to adhere to the policies and standards can have their status revoked.
- E. General Responsibilities of Employers:
1. Employers will be furnished a copy of the standards and policies for the plumbing apprenticeship program and must agree to comply with its provisions; and after signing receipt of this committee policy, copies will be put in employer's file, and apprentice's file, respectively. (Please sign and return the last page.)
 2. There must be an authorized employer representative from each firm who's name and signature is recorded with /JATC. The employer representative must be aware of policy standards and is responsible for filling in the employer evaluation section of the monthly progress reports and signing them.
 3. The employer should strive to offer the apprentice a full spectrum of training per the standards.
 4. Approved employers will make sure their apprentices are properly supervised by a licensed journeyman plumber in accordance with the ratio standards of the JATC and the supervision policy.
 5. The employer will not place apprentices in work situations that would cause an apprentice to miss a scheduled related training class.
 6. Training agent must notify the coordinator within three days when an apprentice's employment is terminated.
 7. Training agents must meet the following requirements in order to hire currently enrolled apprentices:
 - a. Proof of liability and workmen's compensation insurance.
 - b. Current State of Oregon Construction Contractors Board(CCB) License number and copy of State of Oregon Plumbing Business/Contractor(PB) License.
 - c. A current list of journeymen and their license numbers.
 - d. A list of apprentices with their current term.
 - e. This information must be updated with each new hire.
 8. Committee representatives may make on-site inspections. Employees and their agents who do not cooperate will be cited to show why they should not be cancelled as training agents.
 9. The committee may permit an apprentice to own, manage or supervise the company or firm where the apprentice receives their on-the-job training, provided the following conditions are met:
 - Periodic checks are made of approved training agents to ensure that there are qualified training personnel and there is adequate supervision on the job.
 - Confirm that there is suitable equipment and facilities for training and supervision.
 - Complete safety training for apprentices on the job.
 - Prepare a daily journal to attach to the monthly progress report that specifies when the apprentice is receiving on-the-job training vs. managing the company (i.e. preparing bids, scheduling jobs, approving payroll, etc.)
 - Provide apprentice and journeyman timesheets and job cards when requested by the committee.

Should the committee find that the training agent is deficient in fulfilling its

responsibilities, the committee may then revoke the employer's training agent status.

- F.
 - 1. Alleged violations of the Area I JATC standards and/or policies by Training Agents will be reviewed by the committee and appropriate actions will be taken.
 - 2. Training agents found to be in violation of the Area I standards and policies will be required to attend the next regularly scheduled JATC meeting.
 - 3. If a training agent is cancelled by the committee for cause, the training agent cannot reapply to the Area I Plumbers program for 1 year from date of cancellation.
- G. In seeking approval as a Training Agent, the contractor agrees to adhere to the standards of this apprenticeship program as approved by the Committee and the State Apprenticeship and Training Council, as well as all laws and regulations of the State and Federal government regarding the annual wage survey, employment policies, safety, licensing, harassment and political activity etc.
- H. Training Agent apprentice Cap Policy

New Training Agent-a training agent that has been registered with Area I JATC for less than one calendar year.

First Year Apprentice-an apprentice that has been indentured with Area I JATC for less than one calendar year.

If a training agent is in good standing and meets the established ratio requirements, they may request to add one or more new apprentices. The maximum number of apprentices employed by any one training agent at one time **may not exceed 22.**

Exceptions:

New training agents may not employ more than 5 apprentices at any one time.

Training agents may not employ more than 5 first year apprentices attending 1st year classes at any one time and no more than 5 1st year apprentices waiting to attend classes the following year.

Requests for additional apprentices in excess of 5 shall include a completed survey and documentation showing that 51% or more of their existing apprentices are progressing in the apprentice program(excluding new apprentices indentured for less than 6 months prior to re-ranking period).

Training agents may be required to attend committee meeting to present their request for more than 5 apprentices.

18. Application Process

- 1. Applications must be made during advertised program openings unless entering under a qualifying exception. Applicants must meet all the minimum qualifications of the program as listed in the current standards. Selection is by ranked pool. Applicants will be sent to prospective employers in ranked order.
- 2. Former apprentices who apply during a program opening will be accepted if they meet the current minimum qualifications. They will be placed on the bottom of the out of work list. Former apprentices who have been cancelled from the program for cause may not reapply for a period of one year from the date of their cancellation. They must meet the current minimum qualifications for the program at the time they reapply.

19. Leave of Absence

An apprentice may request a leave of absence only for personal or family related illness or accident. A leave of absence will be granted on an individual basis based on the time needed for recovery before returning to the trade. An apprentice may not accumulate any OJT while they are on a leave of absence. A leave of absence will be granted for a maximum of one year.

20. Traveling Training Agent Qualifications

1. A traveling training agent is defined as an approved training agent working outside the geographic area where their primary place of business is located. In addition the traveling training agent must not have any violations with the State of Oregon CCB/Plumbing Board.
2. A contractor will be recognized in other areas as a traveling training agent when they are working apprentices outside of their primary geographic area.
3. Contractors from outside the state of Oregon who do not have a principal or primary place of business in Oregon and who are training agents in their home state may only be recognized as traveling training agents in Oregon. The director may grant an exception to employers from bordering states if the contractor can show that the preponderance of their work is with the state of Oregon.
4. Traveling training agent may hire apprentices first from the Area I Plumber's out-of-work list, or if there are no apprentices on the out of work list the traveling training agent may hire apprentices out of the pool of eligible applicants . No open enrollment shall be provided to supply traveling training agents with apprentices.
5. Apprentices provided to a traveling training agent shall not work out of Area I Plumber's geographic jurisdiction.
6. The traveling training agent is required to submit a projected Timeline/Manpower report showing the number of apprentices to use and for what length of time.
7. Approved traveling training agents will be able to request apprentices from Area I Plumber's out-work-list or pool. The committee retains the right to assess current and future workforce needs. The number of apprentices available to the traveling training agents will be based on this assessment and the number of out of work apprentices.
8. Every 3 months the traveling training agent will be required to attend a committee meeting to review the training the apprentices are receiving.

The geographic area covered by these standards is Multnomah, Washington, Clackamas, Columbia and northern half of Yamhill Counties in the State of Oregon.

Qualifications:

Approved training agents from other jurisdictions must meet the Area I Plumbers JATC requirements to be approved as a traveling training agent in accordance with the following requirements.

A contractor applying for traveling training agent status must:

1. Employers requesting approval as a qualified traveling training agent must have a current State of Oregon Plumbing Business/Contractor(PB) License.
2. Qualified traveling training agents must submit the following 30 days prior to the next JATC Area 1 Committee Meeting: (Meetings are held the first Wednesday of every month)
 - Traveling training agent application form.
 - Proof of worker's compensation and general liability insurance.
 - Current State of Oregon Construction Contractors Board(CCB) License number and copy of current State of Oregon Plumbing Business/Contractor(PB) License.
 - \$1000 Initiation/Reinstatement training agent fee.
3. Licensed plumbing contractors must have been in business under their present business name with a State of Oregon Plumbing Business/Contractor(PB) License for a minimum of 12 consecutive months immediately prior to applying for approval of traveling training agent status.
4. At least once every six (6) months the sponsor may review and evaluate each traveling training agent's status to make sure the agent is complying with all the JATC polices and Oregon State apprenticeship laws.

Traveling Training Agents Responsibilities as an Employer:

1. Traveling Training Agent Employers will be furnished a copy of the Area I Plumbers' JATC policies for the plumbing apprenticeship program and must agree to comply with its provisions; and after signing receipt of this committee policy, copies will be put in employer's file.
2. There must be an authorized employer representative from each Traveling Training Agent whose name and signature is recorded with JATC. The employer representative must be aware of, and coordinate the adherence to the Area I Plumbers' JATC policy standards, by the traveling training agent.

3. Apprentices can work only for the approved training agent as assigned by the committee. Apprentices must record and submit completed on-the-job training hours reports in accordance with the committee or the committee's authorized representative as described in the committee's published policies.
4. Traveling training agents must submit a current list showing all their currently employed, Oregon licensed Journeyman Plumbers and temporary Oregon licensed apprentices. Provide specific geographic area in which the Oregon Licensed Journeyman plumbers and temporary Oregon licensed apprentices will be working, including jobsite addresses while they are employed with an approved traveling training agent. Submit geographic area, including jobsite address(es) the employed JATC Area 1 apprentice shall be working while employed by approved traveling training agent. Submit the following information: Name, license number, state licensed, geographic area working in, apprentices registered thru the reciprocity agreement.
5. Apprentices shall work under the supervision of an approved Oregon Journeyman at all times.
6. The trust has determined that to maintain the program it is necessary to establish a \$100.00 per month administrative fee for each JATC Area 1 apprentice that an Approved Traveling Training Agent may be allowed to hire. These fees are the responsibility of the traveling training agent and are NOT to be charged to the apprentice. When an approved Traveling Training agent requests to hire a JATC Area 1 apprentices, there is a 1 year (12 months) minimum fee of \$1,200.00, of which ½ is paid up front and the second half in equal monthly payments of \$100.00. If the apprentice is employed past 1 year, the traveling training agent is then responsible to pay the minimum \$100.00 monthly fee for each additional month beyond the 12th month the apprentice is being employed. There is a minimum \$100.00 monthly administration fee due if no apprentices are employed by the approved traveling training agent.

Traveling training agents will be invoiced on the 15th of every month and payment is due by the 10th of the following month. These fees are required, not optional, and will be necessary to maintain your status as a traveling training agent. Payment over 31 days late is deemed cancellation of the traveling training agent by non-payment. Upon cancellation by non-payment a new application, with accompanying application fees, will be required.

7. JATC Area 1 Apprentices will need to submit a Monthly Work Progress Report properly completed and signed to the JATC office by the 10th day of each month. Originals only. The registered person representing the approved traveling training agent with JATC Area 1 must sign all JATC Area 1 apprentice progress reports in their hire, verifying the hours shown on the progress report is true and accurate. These reports must be completed every month for every JATC Area 1 apprentice during the duration the traveling training agent has apprentice's working in Oregon.
8. Traveling training agent must provide a safe work environment.

Apprentice Wage:

1. The apprentice shall be paid according to a progressively increasing schedule of wage based on specified percentages of the average journey-level wage consistent with skills acquired.

Disciplinary Procedures:

1. Traveling training agents who fail to adhere to the JATC Area I Plumbers' policies and standards will have their training agents status cancelled immediately and will not be able to reapply for a term of 1 year.

Complaint Resolution Procedures:

1. A traveling training agent who has a dispute with the committee should first try to resolve it by contacting the committee administrator or committee chair as soon as possible to make sure there is not a misunderstanding. If they still feel aggrieved, they must file a written complaint to the committee. The committee will review the complaint at the next scheduled meeting. The committee must make a written decision within ninety (90) days from the date the matter was heard. If the traveling training agent still feels aggrieved, they can file a written complaint with the Bureau of Labor and Industries Apprenticeship and Training Division.

POLITICAL ACTIVITY

It is a violation of ORS 260.432, the Little Hatch Act, or ORS 260.655, undue influence, for any committee member or delegates that act on behalf of a committee, to direct apprentices of any committee to perform political activities of any sort or to make progress in or retention in an apprenticeship program dependent on the performance of such activities. Political activities can include, but is not limited to, posting flyers, placing yard signs, working on phone banks, mailings, collecting funds, etc. Any complaint by an apprentice regarding involuntary political activity, retaliation against any apprentice for refusal to participate in political activity or for reporting to the Apprenticeship and Training Council the findings of their investigation for appropriate action by the Council. Violations of this policy could result in corrective action by the Council up to and including dissolution of the committee and election violation charges being filed against the individuals involved.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Oregon State Apprenticeship and Training Council that any committee member, training agent, sponsor or representatives who act on behalf of committees, training agents or sponsors shall:

Provide equal opportunity in the recruitment, selection, employment and training of apprentices without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age (where the individual is 18 years or older), expunged juvenile record, family relationship, opposition to safety and health hazards, mental or physical disability or association with anyone of a particular race, color, sex, sexual orientation, national origin, marital status, age or religion.

Uniformly apply rules and regulations concerning, but not limited to, equality of wages, periodic advancement, promotion, job performance, rotation among all work processes of the trade/occupation, assignment of work, imposition of penalties or other disciplinary matters and all other aspects of the administration of an apprenticeship program to all apprentices during their apprenticeship.

HARASSMENT POLICY

It is the policy of the Oregon State Apprenticeship and Training Council that any committee member, training agent, sponsor or representatives who act on behalf of committees, training agents or sponsors shall:

Provide a workplace or training site free from harassment of any kind, including but not limited to, sex, sexual orientation, race, color, religion, national origin, political affiliation, marital status, age, mental or physical disability or association with anyone of a particular sex, sexual orientation, race, color, age, national origin, political affiliation, marital status or religion and uniformly apply rules and regulations concerning harassment to all employees.

Unwelcome verbal and physical advances, requests for favors and other verbal and physical conduct constitutes harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/training;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment/training decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or training environment.

COMPLAINT RESOLUTION PROCEDURES

1. Apprentices and training agents are encouraged to resolve disputes between themselves. If the problem is not resolved on this basis either party can make a written complaint to the committee administrator no later than ninety (90) days from the date of the incident. The matter will be reviewed by the committee at the next scheduled meeting. Both parties will be cited to the committee meeting. The committee must make a written decision within ninety (90) days from the date the matter was heard. Either party has a right to file a complaint with the Bureau of Labor and Industries Apprenticeship and Training Division after receiving the decision of the committee.
2. An apprentice or training agent who has a dispute with the committee should first try to resolve it by contacting the committee administrator or committee chair as soon as possible to make sure there is not a misunderstanding. If they still feel aggrieved, they must file a written complaint to the committee. The committee will review the complaint at the next scheduled meeting. The committee must make a written decision within ninety (90) days from the date the matter was heard. If the apprentice or training agent still feels aggrieved, they can file a written complaint with the Bureau of Labor and Industries Apprenticeship and Training Division.

PLACEMENT AND REMOVAL OF APPLICANTS FROM A POOL OF ELIGIBLES

1. Applicants who have been placed in a pool of eligibles shall be retained on list of eligibles for selection for two years from date of application.
2. Applicants may be removed from the list at an earlier date by their request; or
3. Failure to respond to an apprentice job opportunity referral by the apprenticeship office.
4. Applicants who have been accepted in the pool of eligibles shall have 24 hours to respond to a job referral.
4. Applicants who fail to respond to or refuse two job opportunities shall be requested to attend the next JATC meeting to explain why they should not be removed from the list. Failure to appear will result in removal from the list.
5. Applicants will be removed from the list if address and phone number are not kept current with apprenticeship office.
6. When the list is six months old, each applicant will be mailed a certified letter asking if they wish to remain on the list or be removed. Those who do not respond will be removed from the list.
7. All applicants shall be treated equally in determining job opportunities.
8. Upon written request, the committee will restore to the list an applicant who has been removed from the list at their request providing the applicant's application is less than two years old.
9. Upon written request, the committee may restore to the list an applicant who has been removed from the list for failure to respond to a job opportunity providing the applicant has not previously been removed and returned to the list.

Area I Plumbers' JATC

Apprentice:

Please sign the top half of this page and have your employer sign the bottom half. Send this page only to the JATC within thirty days.

Area I Plumbers' JATC
15800 SW Boones Ferry Road Suite B-3
Lake Oswego, Or 97035

I acknowledge receipt of the Policies, have read them as instructed by the JATC and I understand my responsibilities as an apprentice.

Signature of Apprentice _____

Print Name _____ Date _____

Training Agent:

I acknowledge receipt of the Policies of the Area I Plumbers' JATC. As a training agent I understand the rules and regulations that I am expected to follow regarding my responsibilities as a training agent and my apprentice's responsibilities to the program.

Company Name _____

Signature of Employer _____
(or authorized employer representative)

Print Name _____ Date _____