

PROTECTIVE SIGNALING JATC – MA 1100
Limited Energy Technician – Class A
Policies and Procedures

Policies and Procedures

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1. Policy 1: Committee Operation

Policy statement: This committee IS APPROVED BY AND OPERATES UNDER THE Oregon State Apprenticeship and Training Council (OSATC) and will comply with all the provision of ORS 660, OAR 839-11- and all other State and Federal laws concerning apprenticeship. These policies supersede all previous policies or practices of this committee.

Adopted: February 15, 2012

Revised: February 15, 2012

Procedures:

1.1. Membership:

The committee consists of equal representation of employer and employee representatives.

1.1.1. **Employer representatives** are representative of the industry that typically occupies either a manager or supervisory role within the training agent's organization.

1.1.2. **Employee representatives** must be a licensed Limited Energy Technician. Employee representative may not be managers or supervisors.

1.1.3. Serving on the JATC is a voluntary endeavor that benefits the company, apprentices, and the community in general. Members are expected to attend regularly scheduled meetings and participate as needed. Members who are unable to attend 50% of the scheduled meetings during a calendar year will be considered for removal from the JATC.

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1.1.4. **Committee officers:** The positions of committee chair and secretary are filled by opposite representation (employer and employee) and are selected by current committee members; the term of office is two years. When a vacancy occurs, the current committee members will elect a replacement from training agent nominations.

1.2. **Meetings:** Standard JATC meetings will be scheduled quarterly on the third Wednesday morning or more often, as deemed necessary by the chair and the secretary. Meeting times and dates may vary when associated with apprentice meetings or full training agent meetings.

1.2.1. **Agenda:** Items must be submitted to the Program Coordinator at least one week prior to the meeting.

1.2.2. **Physical meetings:** The committee must hold at least 1 physical meeting quarterly that is attended by a quorum of committee members to evaluate apprentices and conduct other committee business. Time and place will be announced.

1.2.3. **Quorum:** A quorum requires at least 2 members representing the employers and 2 members representing the employees.

1.2.4. **Electronic meetings:** JATC meetings may be conducted via telephone conference or e-mail when the only items on the agenda are administrative (such as the following apprentice actions: rerates, exam referrals, or completions with license.) A standard voting quorum must respond for all administrative actions to be valid.

1.3. Administration and recordkeeping

1.3.1. **Program administration:** See attached Program Information & Training Costs (Appendix C)

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1.3.2. **Program coordinator:** Kristan Lewis

Protective Signaling JATC
PO Box 1837
Oregon City, OR 97045

Phone: 503-475-6396

Fax: 503-657-1514

1.3.3. **Responsibilities:** The committee is responsible for the operation of this program, including the formulation of these policies and procedures, furnishing copies to each apprentice and training agent, and making any changes or revisions needed to improve the program. The committee is responsible for evaluating all training agents, apprentices, and applicants to the program. The committee will enforce the regulations, rules and policies in a uniform and progressive manner.

1.3.4. **Training Standard:** The committee has developed a training standard that has been approved by the OSATC. The committee will administer the program in accordance with this standard and all other Council requirements and policies. The standard outlines the minimum requirements for apprentices along with probationary period (six months), minimum supervision requirements (ratios of supervisors to apprentices), wage schedule, and on-the-job training (OJT) and related training requirements. A copy of the standard has been attached to these policies and procedures as Appendix A.

1.3.5. **Recordkeeping:** All apprentice and committee records will be maintained at a central location by the Program Coordinator according to the specific procedures outlined in the policies and procedures that follow.

1.4. **Funding and program costs:** This committee and its approved training agents are responsible for the administrative costs and expenses associated with the operation of the program. The committee, its sponsors, and training agents will not charge or cause charges to be levied against apprentices for the purpose of financially supporting the administrative, clerical, or organizational costs of operating the program.

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1.4.1. **Funding source:** The committee will fund the program through assessments collected from approved training agents (see Appendix C).

1.4.2. **Direct costs to training agents:** (see Appendix C).

1.4.3. **Direct costs to apprentices:** Apprentices may be required to pay tuition and purchase their own books for related classroom instruction (see Appendix C) according to individual training agents. They may also be required to provide tools for the trade.

2. Policy 2: Training Agents (Employers)

Policy statements:

- The committee will recognize an employer as an approved training agent when (and as long as) it demonstrates that it meets all qualifications established by the committee. (Council Required Policy 8 (h)).
- Approved training agents from other jurisdictions must meet this committee's training agent requirement to be approved as a traveling training agent. (Council Required Policy 8(i)).

Adopted: February 15, 2012

Revised: February 15, 2012

Procedures:

2.1. Qualifications and approval

2.1.1. Application process: Any employer wishing to train apprentices must obtain committee approval as a training agent and should

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contact the Program Coordinator for information and application materials (see Appendix C).

- 2.1.1.1. Employers must designate a representative from their company to participate in the quarterly committee meetings. Designated representative will be required to attend a minimum of 50% of the quarterly committee meetings. If the designated representative is unable to attend one of the quarterly meetings, they should designate an alternate representative from their company to attend in their place. Requests to be excused must be submitted to the JATC two (2) weeks prior to the regularly scheduled committee meeting.
- 2.1.1.2. Employers wishing to become training agents must submit a signed Trust Agreement, training agent application, Rules Outline, and copies of all Journeyworker licenses.
- 2.1.1.3. Employers wishing to become training agents will be subject to background checks by the committee in relation to business practices, licensing, and previous apprenticeship experiences.
 - 2.1.1.3.1. Background checks may include, but are not limited to, Building Codes, BOLI Apprenticeship and Training Division, Wage and Hour, and previous apprenticeship programs.
- 2.1.1.4. Training Agents must pay, in a timely manner, all fees and charges assessed by the JATC. New apprentices will not be allowed unless all accounts are paid and current
- 2.1.1.5. Training Agents will be required to submit an immediate answer to the committee's annual wage determination and provide current journeyworker licenses. Failure to submit the required information will cause the cancellation of training agent status.
- 2.1.1.6. Training Agents may be reviewed on an annual basis in order to ensure compliance with the Committee Policies, Standards, and Selection Procedures.

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2.1.2. Minimum Requirements: Training agent applicants must meet the following requirements:

2.1.2.1. Current electrical contractor's license covering the scope of the occupation.

2.1.2.2. Current registration with the Oregon Construction Contractor's Board.

2.1.2.3. Adequate number of licensed electricians and supervisory personnel to ensure supervision within ratio specified in Section VI of the Committee's Standards (see appendix A).

2.1.2.4. Adequate training ability for all work processes in Section VIII of the Committee's Standards (see appendix A).

2.1.3. Required Documentation: Training Agent applicants must supply the following documents:

2.1.3.1. A completed training agent application;

2.1.3.2. Copies of required licenses and registrations;

2.1.3.3. Signed receipt of committee policies and procedures;

2.1.3.4. Signed Rules Outlines Agreement; and

2.1.3.5. Signed Trust Agreement

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- 2.2. **Traveling training agents:** Employers from other geographical areas may be approved as traveling training agents in accordance with OAR 839-011-0162 and/or the multi-state reciprocal agreement. Traveling training agents must meet all training agent minimum qualifications in order to be approved.
- 2.3. **Responsibilities:** Training agents must comply with all Council and committee requirements. These are outlined below and in the policies and procedures that follow.
- 2.3.1. **Supervision:** Apprentices must be supervised by competent, knowledgeable, and appropriately licensed personnel, and the committee will take the following steps to ensure this is in place:
- 2.3.1.1. Prior to approval as a training agent, the employer must provide a list of appropriately licensed individuals who will directly supervise apprentices during their OJT hours (see Policy 4).
- 2.3.1.2. Yearly, the training agent must submit a current list of appropriately licensed individuals who will directly supervise apprentices during their OJT hours (see Policy 4).
- 2.3.1.3. Monthly progress reports (MPRs) will be reviewed regularly for employer and supervisor information.
- 2.3.1.4. All reports of ratio violation will be investigated by the committee.
- 2.3.2. **Evaluation:** Training agents are required to verify and confirm with a signature that monthly progress reports (MPRs) are accurate and that all OJT training was provided with appropriate supervision.
- 2.3.3. **Related Training:** Training agents must allow the apprentice to be present at every class on time. Classes are scheduled one night per week from 6:00 P.M. to 10:00 P.M (unless otherwise arranged by the

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instructor.) Subject matter is rotated each 12-week period (Fall, Winter and Spring).

2.4. Training plan: The committee will train participating employers on their duties and responsibilities in accordance with the following procedures:

2.4.1. New training agents: Employers will receive a copy of the Committee's 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 approval of training agent status.

2.4.1.1. Prior to obtaining approval, prospective training agents must attend a committee meeting in order to ask/answer any questions regarding committee expectations.

2.4.2. Ongoing: Mandatory training agent meetings will be held as needed to review and update program requirements.

2.4.2.1. Training agent facilities may be visited at any time by the Program Coordinator or a committee member to review training documentation.

2.5. 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.

3. Policy 3: Apprentices – General Information

Policy statement: While the committee is responsible under Oregon State law and administrative rule for the apprenticeship program, a part of this

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responsibility is shared by apprentices, who are expected to cooperate with the committee during the development of their career.

Adopted: February 15, 2012

Revised: February 15, 2012

Procedures:

3.1. **Registration:** Apprentices are registered to the committee, not to the training agent.

3.1.1. **Effective date:** Registration is effective the date the completed and signed apprenticeship agreement is received by the Oregon Apprenticeship and Training Division (ATD) with meeting minutes registering the apprentice.

3.1.2. **Temporary Apprentice Cards:** May be issued by the committee to individuals who have been hired from the committee's pool of approved applicant and completed an orientation. Temporary Apprentice Cards are only issued once and are good for 60 days to allow for filing with ATD.

3.1.3. **Apprentice card:** Once registered by the committee, ATD will issue an apprentice card upon completion of registration; this should be carried on the job at all times. Cards will be reissued approximately every six months.

3.2. **General expectations:** Along with the specific requirements outlined in the program Standards and in these policies and procedures, apprentices are expected to comply with the following:

3.2.1. **Conduct and attire:** Apprentices must:

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- 3.2.1.1. Conduct themselves in a neat and professional manner at all times.
- 3.2.1.2. Wear proper attire on the job and in class.
- 3.2.1.3. Diligently and faithfully perform the work as assigned.
- 3.2.1.4. Diligently and faithfully work towards completion of all related training.
- 3.2.1.5. Develop safe work habits.
- 3.2.1.6. Conduct themselves, at all times, as a representative of the apprenticeship program.
 - 3.2.1.6.1. Apprentices receiving a felony conviction during the apprenticeship program may be removed from the program.
 - 3.2.1.6.2. Apprentices receiving any restraining orders that may interfere with their ability to complete the program may be removed from the program.
- 3.2.1.7. Present oneself at a committee meeting if and/or when requested
- 3.2.1.8. Notify the program coordinator, if you have any of the following: address or telephone number change, out of work status, change of employer, requests to appear before the JATC.

3.3. **Withdrawal:** Apprentices may withdraw from the program at any time by submitting a written request to the committee. The apprenticeship agreement will be canceled, and the apprentice will receive a letter from ATD listing the number of OJT hours recognized by the committee at the time of withdrawal.

3.4. **Suspension:** Apprentices who are unable to fulfill the responsibilities of the apprenticeship program can request suspension (leave of absence) by submitting a written request to the committee along with supporting documentation when appropriate (doctor's statement, military orders, etc.). Committee approval is contingent upon training agent approval, and approved requests will include an expiration date. When suspended the apprentice may not perform work requiring a license.

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3.4.1. **Extension:** The apprentice must contact the Program Coordinator prior to the expiration of their suspension to provide information on their return. If additional time is needed, a written extension request must be submitted and additional documentation may be required.

3.4.2. **Return:** The apprentice must notify the committee in writing when ready to return. The committee will then take action to un-suspend the apprenticeship agreement at the next meeting, contingent upon training agent approval. Work requiring a license cannot be performed until the license is in the apprentice's possession.

3.4.2.1. **Medical release:** Apprentices on suspension for medical reasons must submit a written doctor's release prior to reactivation.

NOTE: The administrative rules are being revised to prohibit "harassment and intimidation." We might want to include something like the following:

Apprentices have the right to classroom and workplace conditions that are free of harassment and intimidation. The committee will immediately investigate any complaints of harassment or intimidation and take appropriate actions accordingly.

4. Policy 4: Apprentice Management

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Policy statements:

- On-the-Job Training (OJT) Requirements: Apprentices can work only for an approved training agent as assigned by the committee and must record and submit on-the-job and related training hours. (Council Required Policy 8 (b)).
- Placement of Out of Work Apprentices: Unemployed apprentices in good standing with the committee will be given the opportunity for re-employment prior to indenturing (registering) new apprentices. (Council Required Policy 8 (k)).
- Initial Employment: Applicants who have been placed in the pool of eligibles will be afforded a reasonable opportunity for employment and will only be removed from the pool in accordance with the committee's Standards prior to indenturing (registering) new apprentices.

Adopted: February 15, 2012

Revised: February 15, 2012

Procedures:

- 4.1. **Monthly progress reports (MPRs):** Apprentices must submit a completed and signed MPR each month whether or not they worked during the month.
 - 4.1.1. **Submission:** The MPR must be submitted to the program coordinator on or before the tenth day of the following month.

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- 4.1.2. **Completion and required signatures:** MPR information must be complete, accurate, and signed by the apprentice, their supervising journeyman, and their employer. If the apprentice isn't working, a report must be submitted stating "NO WORK".
- 4.1.2.1. An apprentice's OJT hours must be directly supervised by an individual holding a license covering the scope of work being performed.
- 4.1.3. **Late reports:** Failure to submit MPRs as required may result in disciplinary action (see Policy 9).
- 4.1.3.1. MPRs received after the due date may be processed the following month and will be considered late.
- 4.1.3.2. OJT hours will not be credited until the MPR has been submitted, which may delay advancement. The committee is not obligated to restore rerates lost due to late MPRs.
- 4.1.3.3. Any apprentice who is 2 or more months late in submitting a report will be directed to appear before the committee to show cause why their agreement should not be canceled in accordance with Policy 9.
- 4.1.3.4.** Any apprentice submitting 2 or more late MPRs in a 12-month period will be directed to appear before the committee to show why their agreement should not be canceled in accordance with Policy 9.
- 4.2. **Work process rotation:** Apprentices must be trained in each of the work processes outlined in Section VIII of the program's Standards to meet license requirements (see appendix A), and to ensure that they are fully-trained and competent journeyworkers.

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- 4.2.1. **Evaluation:** MPRs will be reviewed on an ongoing basis, including addition and distribution of work process hours.
- 4.2.2. If potential problems are identified, the Program Coordinator will notify the committee.
- 4.2.3. The apprentice and/or training agent will be directed to attend the next committee meeting to resolve the issue.

4.3. Placement of out-of-work apprentices

- 4.3.1. An apprentice must report their out-of-work status to the program coordinator within 48 hours of termination.
- 4.3.2. All current apprentices will be employed prior to the placement of new apprentices to the best of the committee's ability.
- 4.3.3. Apprentices must continue to submit Monthly Progress Reports while out of work. Failure to do so may result in dismissal from the program.
- 4.3.4. Apprentice name and contact information will be placed on the out-of-work list in the order in which they become unemployed.
- 4.3.5. Contact information for all apprentices on the out-of-work list will be released to training agents upon request.
- 4.3.6. Apprentices may be hired from the out of work list in any order.
- 4.3.7. Failure of an apprentice to obtain work after three training agent contacts will result in a request for the apprentice to appear before the committee and possible dismissal from the program.
- 4.3.8. Out of work apprentices may contact training agents on their own. Contact information may be requested from the coordinator.
- 4.3.9. Failure of an apprentice to keep the coordinator informed of current contact information will result in dismissal from the program.
- 4.3.10. An out-of-work apprentice may request leave from related training classes during the unemployment period.

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4.4. Initial employment policy

- 4.4.1. All current apprentices will be employed prior to the placement of new apprentices to the best of the committee's ability.
- 4.4.2. Apprentices and applicants may be required, by an Employer/Training Agent, to meet any or all of the following conditions: pass a background investigation or drug test, have a valid driver's license and have the ability to be insured/bonded.
- 4.4.3. If an apprentice or applicant is not employable for any of the above reasons, the individual may be removed from consideration from the apprenticeship program.
- 4.4.4. All new applicants must be hired according to the Subsection III A of the Committee's Standards (see appendix A).

5. Policy 5: Related Training Requirements

Policy statement: Apprentices must attend and satisfactorily complete classroom instruction with a minimum grade of "C" or pass as directed by the committee or the committee's authorized representative. (Council Required Policy 8 (c)).

Adopted: February 15, 2012

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5.1. **Description of facilities/delivery method:** related training will be scheduled and provided on-site at Clackamas Community College by a certified instructor, combined with self-study and testing.

5.2. Instructor qualifications

5.2.1. Meet Council certification requirements

5.2.2. Meet approval of the JATC committee

5.2.3. Meet approval of Clackamas Community College

5.2.4. Qualify as an expert in the related training topic.

5.3. **Schedule:** The committee is responsible for developing and distributing the related training schedule to program participants.

5.3.1. **Attendance:** A minimum number of related training hours must be completed each year an apprentice is in the program as outlined in the Committee Standards, Section IX (see appendix A). Apprentices are required to attend all regular and special classes scheduled. Any class missed must be made up with approval of class instructor or the JATC committee. All missing class time must be made-up for rerate consideration.

5.3.2. **Grades:** Grades will be provided to the JATC committee by Clackamas Community College at the end of each term of instruction. Successful participation will be shown at the completion of each class with a grade of “C” or better.

5.3.3. **Program advancement:** Related training is required to advance in the program. Apprentices who fail to progress satisfactorily will be cited to appear before the committee to show cause why their agreement should not be canceled in accordance with Policy 9.

5.4. **Related training objective and outcomes:** Apprentices must demonstrate competency in all objects and outcomes identified in the Standards (see appendix A) prior to exam referral and completion from the program.

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6. Policy 6: Credit for Prior Experience

Policy statement: The committee will grant credit for on the job hours and related classroom instruction subject to valid documentation of knowledge, skill and abilities of the apprentice. (Council Required Policy 8 (a)).

Adopted: February 15, 2012

Revised: February 15, 2012

Procedures:

6.1. OJT experience: If an apprentice or applicant requests credit for prior experience, the apprentice or applicant must provide, to the JATC committee, complete written documentation on the Building Codes' "Electrical Experience Verification" form (440-257A) as it relates to the program standards, detailing the number of hours of on-the-job training they have previously received. A signature of a supervisor or co-worker, with direct on-site knowledge of work performed, must accompany this documentation.

6.1.1. If a person claims that they have a license or occupational certificate from another state, the license or certificate must be presented along with the request for credit for prior experience.

6.1.2. OJT credit cannot be given for:

6.1.2.1. Electrical work performed illegally.

6.1.2.2. Electrical work performed aboard a ship or aircraft.

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- 6.1.3. All requests for credit for prior experience and training must be received by the JATC 10 days prior to the regularly scheduled meeting
- 6.1.4. The decision to accept or reject requests for credit for previous experience will be made by the JATC. An apprentice can appeal each decision to the committee's compliant subcommittee, only if the apprentice has evidence that the decision was based on non-work-related factors such as age, race, sex, national origin, religion, disability status, or sexual orientation
- 6.1.5. **Related training experience:** If the apprentice or applicant had previous related training courses the apprentice may request credit for the training. The apprentice must submit course transcripts or certificates of completion and official course descriptions that the committee will review to ensure the training was of comparable subject and quality to those required by the committee.
- 6.2. **Prior Experience limitations:** No applicant will be given total credit for prior experience that results in completion of the apprenticeship program or being directly seated for the state license examination. The JATC will place the person in the last period of the apprenticeship program and require a minimum of 6 months of on-the-job training with an approved training agent prior to entertaining a recommendation that the person be seated for a license examination. During that period the person must complete any required related training classes as outlined in the related training program.
- Previous experience submitted in the "material handler" category will be considered, but limited to a maximum of 10% of hours submitted and/or 250 hours total.
- 6.3. **Transferring apprentice:** An apprentice transferring, in good standing, from another OSATC registered program will be given the hours recorded as accepted by their previous program. Hours granted must be submitted to the JATC by the committee that has granted the hours.
- 6.4. **Committee review:** The committee will verify all information provided prior to granting credit, and the apprentice may need to meet with the

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committee to answer questions and provide any additional information needed.

6.5. **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.

7. Policy 7: Apprentice Review and Evaluation

Policy statement: At least every six months, the committee will regularly review and evaluate the progress of each apprentice as to job performance and related instruction. (Council Required Policy 8 (e)).

Adopted: February 15, 2012

Revised: February 15, 2012

Procedures:

7.1. **Schedule:** Apprentices must progress in job performance and related training, and the committee will review the progress of each apprentice every 6 months.

7.1.1. **Additional evaluations:** Apprentices may be reviewed more frequently if they appear to be having any difficulty in the program. Depending upon the circumstances, apprentices may need to meet with the committee to provide additional information or be held in their current period of apprenticeship.

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7.2. **Components:** The committee will review the following information to determine whether apprentices are progressing in accordance with the program standards:

7.2.1. **OJT training**

7.2.1.1. Minimum number of total OJT hours

7.2.1.2. Work process distribution

7.2.1.3. Current MPRs

7.2.1.4. Employer evaluations

7.2.2. **Related training**

7.2.2.1. Attendance and minimum related training hours

7.2.2.2. Passing grade

7.2.2.3. Instructor comments or evaluation

7.2.3. **Additional components:** Other relevant information will be reviewed as needed.

7.3. **Committee action:** After review, the committee will take one of the following actions, note the action taken in the meeting minutes, and communicate it in writing to the apprentice and training agent. Evaluation and committee action information will also be maintained in each apprentice's file.

7.3.1. Advancement and/or completion:

7.3.1.1. If all requirements for advancement to the next period have been met, the apprentice will be rerated.

7.3.1.1.1 Apprentices entering into the final period in this 6,000-hour apprenticeship program with at least 5,000 hours of on-the-job training will be allowed the opportunity to submit a request to the committee, via the coordinator, for the indirect supervision

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card. All requests must be submitted by the 10th of the month for consideration at that month's meeting. This card would allow the apprentice to work under indirect supervision at the discretion of the responsible supervisor on projects not exceeding 8 hours duration that are otherwise within the scope of the apprentice's license. Apprentice ratio must be maintained at all time regardless of supervision status. Also note: this card doesn't allow an apprentice to supervise another apprentice. See OAR 918-282-0270

7.3.1.2. If all of the program components outlined in the Standards have been satisfied, the apprentice will be referred to the Oregon LEA journeyman exam. (see appendix A)

7.3.1.3. If the apprentice has passed the Oregon LEA journeyman exam, or if 1 year has passed since the apprentice was referred to the Oregon LEA journeyman exam, the apprentice will be completed.

7.3.2. **Non-disciplinary hold:** If any of the requirements for advancement have not been met, the apprentice will be held at their current level. The committee will track the apprentice's progress and will take rerate action when all requirements are satisfied.

7.3.3. **Disciplinary action:** If the apprentice has failed to progress in job performance and/or related training, the committee will consider disciplinary action in accordance with Policy 9.

7.3.4. **Suspension:** The committee may take action to suspend an apprenticeship agreement if the apprentice is unable to fulfill the responsibilities of the program for a period of time (see Policy 3).

7.4. **Communication:** The committee will provide written notification of evaluation results and subsequent action 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.

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8. Policy 8 (Council Required Policy 8 (f)): Advancement and Completion

Policy statement: The committee will advance apprentices to the next level in the wage progression when they demonstrate the required knowledge, skills, and abilities.

Adopted: February 15, 2012

Revised: February 15, 2012

Procedures:

8.1. **Criteria:** Apprentices are expected to progress in both on-the-job training and related instruction. Advancement is not automatic and is based upon meeting the following criteria:

8.1.1. **OJT and related training:**

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Period of Apprenticeship	OJT Hours	Related Training Hours	Related Training Classes Completed
Period 1	0 – 1,000	0	0
Period 2	1,001 – 2,000	48	1
Period 3	2,001 – 3,000	144	3
Period 4	3,001 – 4,000	192	4
Period 5	4,001 – 5,000	288	6
Period 6	5,001 +	336	7

8.1.2. Additional components: Other relevant information will be reviewed as needed.

8.1.3. Apprentices who do not satisfy all advancement criteria will be held until all requirements have been met.

8.2. **Completion:** Apprentices who have completed all program components outlined in the program standards will be approved for referral to the Oregon LEA journey person exam.

8.2.1. Apprentices will be completed when passing LEA electrical exam results have been submitted to the committee.

8.2.2. Apprentices who fail to pass the electrical LEA license exam within the timelines noted in Policy 11 will be completed without benefit of license.

8.3. **Communications:** The committee will provide written notification of evaluation results and subsequent action to apprentices and training agents, and copies of all related correspondence and supporting documentation will be maintained in the apprentice’s file. All actions

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taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

9. Policy 9: Disciplinary Action

Policy statement: The committee will take corrective action for any failure to satisfy program requirements. All disciplinary procedures and/or actions shall be in written form and provided to the appropriate parties. (Council Required Policy 8 (g)).

Adopted: February 15, 2012

Revised: February 15, 2012

Procedures:

9.1. **Causes for disciplinary action:** Problems resulting in disciplinary action include (but are not limited to):

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- 9.1.1. Violation of committee policies and procedures
 - 9.1.2. Refusal to sign required paperwork
 - 9.1.3. Late or missing MPRs
 - 9.1.4. Absenteeism or tardiness in class or on the job
 - 9.1.5. Unsatisfactory job performance reports from employers or termination for cause
 - 9.1.6. Unsatisfactory progress in related classroom and self-study instruction
 - 9.1.7. Irresponsible acts, falsification, cheating, or severe attitude problems
 - 9.1.8. Use of alcohol or controlled substances in class or on the jobsite
 - 9.1.9. Failure to act as a proper representative of the apprenticeship program
- 9.2. **Hold:** This action delays advancement in the wage progression.
- 9.2.1. Non-disciplinary: Advancement is delayed until all requirements have been satisfied (see Policy 8).
 - 9.2.2. Disciplinary: Advancement is delayed for failure to make satisfactory progress.
- 9.3. **Notice to appear:** This action requires the apprentice to attend the next committee meeting to discuss the issue(s) and required follow-up. If an apprentice cannot appear, through no fault of their own, they must notify the committee in writing. The communication must be received prior to the scheduled meeting. Failure to comply may include suspension or removal from the apprenticeship program.
- 9.4. **Disciplinary probation:** The committee and the apprentice will establish an action plan to correct the problem(s), with appropriate timeliness. This may coincide with a proposed cancellation action.

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9.5. **Cancellation:** This action terminates the apprentice's agreement.

9.5.1. Cancellation during initial probationary period: The agreement may be canceled upon written notice to ATD (see Section V of Committee Standards in Appendix A,).

9.5.2. Cancellation after the probationary period: Will occur only for a specified reason, and only after the apprentice has been notified and has had sufficient time to correct the problem.

9.5.2.1. Proposed cancellation: This action requires the apprentice to appear at the next committee meeting to show cause why their apprenticeship agreement and license should not be canceled.

9.5.2.1.1. The committee must provide at least 22 days written notice to the apprentice prior to the date their agreement will be considered for cancellation.

9.5.2.1.2. Failure to appear at the committee meeting will result in cancellation from the program.

9.5.2.2. Final cancellation: The committee will cancel the apprenticeship agreement if the identified problem(s) have not been resolved, and will consider all information provided in making its decision.

9.6. **Communications:** The committee will provide written notification of evaluation results and subsequent action 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 the Oregon Apprenticeship and Training Division (ATD).

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10. Policy 10: Complaint Resolution

Policy statement: The committee will promptly and fairly resolve any complaints brought to its attention. (Council Required Policy 8 (d).)

Adopted: February 15, 2012

Revised: February 15, 2012

Procedures:

- 10.1. **Submitting complaint:** Any program participant who has a problem is encouraged to bring it to the committee's attention promptly.
 - 10.1.1. Any program participant may request, in writing, a hearing on any subject before the JATC. Requests must be made at least 10 working days prior to a scheduled committee meeting. Meeting schedules will be posted at www.protectivesignalingjatc.org at least two weeks prior to the meeting.
 - 10.1.2. Any apprentice who wishes to anonymously bring an issue to the committee's attention may verbally report the concern to the program coordinator.
- 10.2. **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.
- 10.3. **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.
 - 10.3.1. If the committee determines that the program Standards, policies or procedures have been violated, it will cite the violator to

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

10.3.2. If a complainant does not receive satisfaction at the JATC meeting the Chair and the Secretary will appoint a subcommittee. A meeting will be held no later than two weeks after the first discussion.

10.3.3. Should the subcommittee feel resolution has not been reached, they will contact the Chair. The chair in turn will request an appointment with their BOLI representative, the apprentice and the Chair.

10.3.4. If the compliant has not be resolved by this time the BOLI representative will request a hearing with the apprenticeship division management or director as deemed necessary.

10.3.5. All attempts will be made to solve the dispute to the betterment of all parties.

10.4. **Communication:** The committee will provide written notification of evaluation results and subsequent action 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 the Oregon Apprenticeship and Training Division.

11. Policy 11: Apprentice License Requirements

Policy statement: Prior to referral for exam the committee will ensure that apprentice training satisfies all of the requirements of the Limited Energy Technician – Class A license. (Council Required Policy 8 (I).)

Adopted: February 15, 2012

Revised: February 15, 2012

Procedures:

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- 11.1. **Apprentice license:** Apprentices must be registered by the committee and registered with ATD in order to receive an electrical license.
- 11.1.1. **Inspection:** The license must be available for inspection by authorized persons at any time on any job and must be accompanied by photo ID.
- 11.1.2. Each license expires after six months and is reissued automatically as long as the apprentice remains active and in good standing with the committee. Please contact ATD if the license is lost, or if it expires prior to receiving a new license.
- 11.1.3. **Suspended apprentices:** Licenses are not issued to apprentices on suspension, and they cannot perform work requiring a license.
- 11.2. **Exam referral:** Apprentices must have committee approval to take the license exam and all license requirements must be satisfied prior to referral (See, Committee Standards, Sections VIII & IX in appendix A).
- 11.2.1. Upon verification of license requirements, the committee will approve the apprentice for referral to the exam and note the action in its meeting minutes. ATD will then generate and submit the exam referral letter to the Oregon Building Codes Division (BCD).
- 11.2.2. Upon receipt of the referral letter, BCD will mail an application packet to the apprentice, who will select a test location/date from the list provided and return the application to BCD.
- 11.3. **Exam timelines and results:** Apprentices are expected to take the license exam within three months of the exam referral and must provide a copy of the exam results to the committee.
- 11.3.1. **Pass:** Apprentices who pass the exam will be completed from the program at the next committee meeting.

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- 11.3.2. **Fail:** Apprentices who fail the exam will have a year from the time of referral to continue attempts to pass the exam. BCD allows retesting every 30 days.
- 11.3.3. Apprentices who fail the exam may be required to meet with the committee to determine an appropriate course of action; this may include additional OJT and/or related instruction. Failure to appear or to complete this course of action will result in completion from the apprenticeship program without benefit of license.
- 11.3.4. Apprentices waiting to retake the exam must continue to comply with all committee requirements. Failure to do so will result in completion from the apprenticeship program without benefit of license.

12. Policy 12: Equality

Policy statement: The committee intends to provide each applicant and apprentice an equal opportunity to enter, participate in and complete the apprenticeship program in an environment that provides support and encouragement.

Adopted: February 15, 2012

Revised: February 15, 2012

Procedures:

1.1 Equal Employment Opportunity – It is the policy of this committee that any committee member, training agent, sponsor or representative who acts on behalf of the committee, training agents or sponsors shall:

Provide equal opportunity in the recruitment, selection, employment and training of apprentices without regard to race, color, religion, sex, national origin, martial 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, national origin, martial status, age or religion.

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

1.3 Summary of Acts that Constitute Harassment – Unwelcome verbal and physical advances, requests for favors and other verbal and physical conduct constitutes harassment:

- 1.3.1** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/training;
- 1.3.2** Submission or rejection of such conduct by an individual is used as a basis for employment/training decisions affecting the individual, or
- 1.3.3** 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.
- 1.3.4** The committee will 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 according to the United States Code, Code of Federal Regulations and Oregon State Law.

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ACKNOWLEDGEMENT OF RECEIPT & STATEMENT OF UNDERSTANDING

Program participants are required to sign a copy of these policies and procedures, acknowledging that they fully understand them. Refusal to sign will be considered cause for cancellation from the program.

APPRENTICE

I acknowledge receipt of the Protective Signaling JATC Policies and Procedures and the apprenticeship standards. I have read and understand these documents and realize that failure to comply with program requirements will result in disciplinary action.

Apprentice Signature _____

Print Name _____

Date _____

TRAINING AGENT

I acknowledge receipt of the Protective Signaling JATC Policies and Procedures and the apprenticeship standards. I have read and understand these documents and realize that failure to comply with program requirements will result in disciplinary action.

Training Agent Signature _____

Print Name _____

Date _____

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Appendix A – Committee Standards

See Attached Standards

Appendix B – Forms

Apprenticeship Application
Training Agent Application
Traveling Training Agent Application
Apprentice Agreement
Monthly Progress Report

Appendix C – Program Information and Training Costs

Basic Program Information

This committee will train for Limited Energy Technician – Class A (ELECTRONICS TECHNICIAN) (6000 hours - 3 years) as outlined in the standards accepted by the Oregon State Apprenticeship and Training Council (OSATC).

The Joint Apprenticeship and Training Committee (JATC) offer training in the following:

1. Limited Energy Technician – License – Limited Energy Technician Class A
 - a. 6,000 hours on-the-job training (approximately 3 years)
 - b. 144 hours related training annually

All correspondence to and/or for the committee will be submitted to the following address:

Protective Signaling JATC
PO Box 1837
Oregon City, OR 97045
(503) 475-6396

All submissions will be addressed by the JATC at their next regularly scheduled meeting.

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Training Agent Costs

There is a \$60.00 per apprentice charge on a monthly basis. If the training agent elects not to bring any apprentices in with them there will be a single \$60.00 charge as an initial setup fee. The monthly apprentice charge is billed on a quarterly basis and is due 10 days after the billing date. For the \$60.00 per month fee all the paper work for each apprentice is maintained and reported to the Bureau of Labor and Industries for their files. These records include related training (school) hours as well as monthly work progress reports. Reports are also given to the JATC on a monthly basis. A yearly administrative fee of \$100.00 will be billed to any training agent who did not employ an apprentice during the previous year.

All collected billings are deposited in the care of the Protective Signaling JATC trust.

Related Training Costs

Related training is held at Clackamas Community College. Class cost is determined by a yearly contract between Clackamas Community College and the JATC. As of September 1, 2011, class cost \$290.00 per apprentice per class.

Books range between \$55.00 and \$250.00 depending on the class requirements.

While training agents are not required to pay the related training costs, it is encouraged by the JATC to either cover all costs, partial costs, or reimburse apprentices based on course grades.

Appendix D – OSATC Policies

See Attached Policies