

**EUGENE/SPRINGFIELD
JOINT APPRENTICESHIP TRAINING COMMITTEE
MA #3007**

**RULES & REGULATIONS
(Revised April 21, 2011)**

Introduction

This is our apprenticeship program. Employers, Journeyworkers, Committee Members and Apprentices share in the responsibility to make it work and turn out qualified utility professionals. There is no substitute for our best effort. When we fail to do our best, somebody will likely get hurt.

Everyone is welcome, and encouraged, to attend all Committee meetings.

Apprentice Responsibilities - Please read and follow these Rules & Regulations:

Read and follow the Standards for your trade

Be positive and ambitious

Communicate directly and timely

Be on time

Act & dress as a professional in your trade

Notify the Committee Coordinator of the following:

- Change of address
- Change of phone
- Any absence from school

Work Safe.

Monthly Progress Reports

Fill it out ***daily!***

Turn it in on time.

Equality –The committee will provide each apprentice an equal opportunity to enter, participate in and complete the apprenticeship program in an environment that provides support and encouragement.

Equal Employment Opportunity & Freedom from Harassment – 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, 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, national origin, marital status, age or religion; **and**

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.

What is Harassment?

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

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/training;
- b. Submission or rejection of such conduct by an individual is used as a basis for employment/training decisions affecting the individual, or
- c. 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.
- d. 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.

Organization and Responsibilities of the Joint Apprenticeship Committee

I. Committee Membership

- A. General Guidelines** – Each training agent / utility is asked to have an employer and employee representative on the Committee as a Principal or an Alternate representative. At the least, each training agent / utility will nominate employer and employee representatives for Associate status.
1. The total active Principal members shall be equal in number for Employee and Employer representatives. Any vacancy will be filled at the meeting immediately subsequent to when the vacancy occurs. An Alternate, appropriate to the represented group, may fill any vacant Principal position for

one meeting until a new Principal is chosen. There will be no limit on the number of Associate members.

2. Principal and Alternate members shall be nominated by the responsible Employer or Employee groups. The nominations shall be made in writing to the Committee.
3. Principal and Alternate members may, to the extent the Committee believes it practical and numerically possible, rotate positions to ensure a member nominated by each training agent will serve as a Principal at least year every three year cycle to begin with the adoption of this procedure.
4. The Principal and Alternate nominees may, to the extent the Committee believes it practical and numerically possible, reflect representation by at least one member from each approved occupational objective the Committee is approved to administer.
5. The Committee shall select from its members a chairperson and a secretary who shall retain voting privileges. One office shall be filled from the group representing employers, the other from the employee representatives.
6. A quorum shall consist of two Employer and two Employee members present at the meeting, whether Principals or Alternates.
7. At least one-half the meetings of the Committee shall be held in the physical presence of the members who constitute a quorum.

B. Employer Members –

1. All employer members shall be nominated from the ranks of the active training agents. Nominations shall be accepted by the Committee to achieve a combined Principal and Alternate membership that ensures active participation by each training agent in Committee actions.
2. At least two, and as many as four, active Principal members shall be appointed to represent Employer interests. As many active Alternate members as active Principal members may be nominated in the same manner.

C. Employee Members – shall be nominated by:

1. An employee organization that represents the concerned employees and is involved with the Committee's approved occupations, **or**,
2. Representatives from the journey level workforce in an occupation for which the committee maintains active occupational objective training standards.

3. At least two, and as many as four, active Principal members shall be appointed to represent employee interests. As many active Alternate members as active Principal members may be nominated in the same manner.

II. Duties of the Joint Apprenticeship Committee

A. Establish Occupational Objectives –

1. Revise the Standards at any time with the approval of the Oregon State Apprenticeship and Training Council.
2. Establish minimum standards of related training education and work process experience for apprentices.
3. Work with accredited related training providers to develop and deliver a purposeful, validated related instruction program.

B. Select Apprentices –

1. Accept and submit qualified applicants for registration as apprentices into the program.
2. Evaluate previous experience and training offered for review by an applicant or apprentice and recommend what credit, if any, will be granted toward completion of the program.

C. Review Apprentice Performance –

1. Conduct, at least semi-annually, a review and evaluation of the job performance and related instruction progress by each apprentice.
2. Advance, or hold in term, an Apprentice based solely upon this semi-annual review.
3. Re-rate of apprentices is at the sole discretion of the committee; it is to be granted based upon the Committee determination of skill acquired. The Committee may take into account the combined cycle of work experience, related training classes, and specialized training necessary to meet Statewide Minimum Guideline requirements.
4. The analysis of Apprentice job performance competency shall be based upon the accumulated observations of the Foreman and the Journeyworkers supervising the Apprentice.
5. The analysis of Apprentice related instruction achievement shall be based upon combined scores in each related instruction class or module.

D. Related Training

1. Newly registered apprentices shall begin related training classes in November of the calendar year after first registration to committee standards.
2. Apprentices shall attend related training classes a minimum of 72 hours each school term, as classes are available.

3. An apprentice must, each academic term, achieve a grade point average score of at least 75. Re-testing and missed exams may be made up at the discretion of the Instructor or by direction of the Committee.
4. An Apprentice who fails to achieve a 75 average for any academic term may be held, without wage progression, for a reasonable period. During any hold based upon academic deficiency the Committee will provide instructive and reasonable opportunity for corrective action.

E. Work Experience

1. Monthly Progress Report

- a. Journeyworkers supervising the apprentice will review the progress report at least weekly to ensure it is complete.
- b. The apprentice will provide the completed MPR to the Foreman, or a person y the training agent, by at least the second work day following the last day of the month.
- c. The Foreman shall review the Apprentice MPR each month and records, which account the work processes performed, the level of competency reached and any appropriate plan for either corrective action or unique emphasis for the coming month.
- d. The Foreman will review the entirety of the MPR with the Apprentice before submission of the original to be finally processed.
- e. The training agent and the Apprentice shall each maintain a copy of the completed MPR. The original shall be sent to the Training Coordinator.
- f. Any changes to comments on the completed MPR, after it is sent to the coordinator, will be made only after review of the comments, by the Committee, with the Apprentice.

2. Rotation between Work Processes

- a. The Foreman and the training agent will ensure that the Apprentice is rotated between appropriate work processes to maintain orderly progress toward completion of the apprenticeship.
- b. The Foreman will, monthly, review the Apprentice MPR cumulative hours to assess and adjust activity to accomplish proper work process rotation.
- c. All work assignments will take into account, in addition to the needs of the requirements of the training agent as determined by its manager or designee.

3. Journeyworker Supervision

- a. The Apprentice will be supervised only by personnel designated by the training be appropriate journey worker experience.
- b. The Foreman will regularly ensure that all Journey workers supervising an Apprentice are training the apprentice to the benchmarks of the Standards Work Processes.

c. The training agent will provide to each supervising Journeyworker a copy of the Standards of Apprenticeship and require that each Journeyworker read and understand the Standards.

4. Energized work over 750 volts –

a. Upon satisfactory completion of a hot stick class, with the recommendation of the crew foreman **and** the apprenticeship committee, an Apprentice Electrical Lineman may be permitted to work on conductors, apparatus and/or equipment energized at voltages in excess of 750 volts commencing with the 4th term.

b. No Apprentice may be advanced to 5th term until the committee approves the work on conductors, apparatus and / or equipment energized at voltages in excess of 750 volts.

F. Apprentice Discipline – See the Committee Standards at pages 13 – 14 for additional specific rules and notice requirements –

1. The Committee may consider written notices of apprentice actions that affect job performance or related training achievement. Infractions of Committee Policies or Procedures may result in various actions by the Committee.

2. The Committee will consider the intent of the Apprentice, severity of act, repeat violations and other reasonable considerations.

3. The Committee may impose any reasonable sanctions for inappropriate acts by an apprentice, to include as examples,

- A cite to appear before the Committee;
- Warning;
- Advice;
- Reprimand;
- Delay (or Hold) in progress in term;
- Suspension;
- **Dismissal and cancellation of the apprentice registration.**

2. Examples of infractions, which may result in disciplinary action:

- Failure to attend school as required by the Committee;
- Failure on exams or failure to complete a class;
- Failure to maintain satisfactory department at school;
- Failure to make satisfactory progress on-the-job as evidenced by employer or MPR comments;
- Failure to submit MPR on time;
- Engaging in conduct considered to be harassment or unlawfully discriminatory;
- Apprentice actions, which result in dismissal for cause from employment by the training agent to which the Apprentice is assigned.

3. Apprentice appeal of disciplinary action –

- a. An Apprentice may ask the Committee to reconsider any discipline within 30 days of receipt of written notification of any discipline action by the Committee.
- b. If, upon reconsideration, the Committee upholds the discipline imposed, within 30 days of receipt of the decision, the Apprentice may make a written request to the Apprenticeship and Training Division for review of the action taken.

G. Training Agent Management – See the Committee Standards at pages 17 – 18 for specific rules and notice requirements –

1. All Training Agents must agree to be bound by these Committee Rules and Regulations and the Committee occupational training Standards approved by the Oregon State Apprenticeship and Training Council.
2. The Committee will consider written allegations of the failure of a training agent to adhere to appropriate supervision of apprentices or to meet standards of workplace administration or conduct.
3. The Committee may appoint a subcommittee composed of its Principal or Active members to investigate such allegations. The Committee, at its sole discretion, may appoint an independent auditor affiliated with an entity such as Professionals In Human Resources Association, Society for Human Resource Management or the National Human Resources Association to investigate the matter. It may also ask its appointed Apprenticeship Representative to request that the Apprenticeship and Training Division exercise its authority to investigate the allegations. The subcommittee will include no persons employed by the training agent, which is a subject of a complaint.
4. The Committee may impose any reasonable sanctions for inappropriate acts by a training agent to include as examples,
 - A cite to appear before the Committee;
 - Warning;
 - Advice;
 - Reprimand;
 - Suspension;
 - **Dismissal and cancellation of the training agent registration.**

Acknowledgement:

I have read the above apprenticeship rules & regulations and agree to adhere to the rules and realize that failure to comply will result in disciplinary action to be taken.

Signed : _____ Date: _____

Name (Printed): _____