



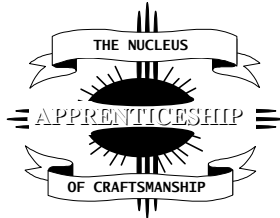
STANDARDS OF TRAINING  
Adopted by

**OREGON LBME JTC**

(sponsor)

<u>Skilled Occupational Objective(s):</u>	<u>SIC #</u>	<u>SOC #</u>	<u>SYMBOL</u>	<u>SUFFIX</u>	<u>Term</u>
Limited Building Maintenance Electrician	9900	49-9042	0171	000	2000 hours

MA#	1144	SOC Title	Maintenance and Repair Workers, General	License	Limited Building Maintenance Electrician
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APPROVED BY THE  
Oregon State Apprenticeship and Training Council  
REGISTERED WITH THE  
Apprenticeship and Training Division  
Oregon State Bureau Labor and Industries  
800 NE Oregon Street  
Portland, Oregon 97232

APPROVAL:

March 16, 2006

Initial Approval Date

By: **DAN GARDNER**  
Chairman of Council

N/A

Last Date Revised

By: **STEPHEN SIMMS**  
Secretary of Council

June 16, 2011

Committee Amended Date

## TRAINING STANDARDS

The Oregon State Apprenticeship and Training Council (OSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship or on-the-job-training program in the State of Oregon. Apprenticeship programs and committees function to administer, exercise or relinquish authority only with the consent of the OSATC and only trainees registered with or recognized by the Oregon State Bureau of Labor and Industries (BOLI), Apprenticeship and Training Division (ATD) will be recognized by the OSATC. Parties signatory to these training standards declare that their purpose and policy is to establish and sponsor an organized system of registered apprenticeship and training education.

These Standards are in conformity with and are to be used in conjunction with the Apprenticeship Rules, Chapter 839-011 OAR (Oregon Administrative Rules); Apprenticeship and Training Statutes, Chapter 660 ORS (Oregon Revised Statute); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which collectively govern the employment and training in apprenticeable occupations. They are part of the training agreement and bind all signers to compliance with all provisions of registered training.





If approved by the council, such amendment(s) and such changes as adopted by the council shall be binding to all parties on the first day of the month following such approval. Sponsors shall notify trainees and training agents of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as it pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Bureau of Labor and Industries (BOLI) may recommend language that will conform to applicable law for adoption by the OSATC. The remainder of the Standards will remain in full force and effect.

See ORS Chapter 660 & OAR 839-011 for the definitions necessary for use with these Standards.

*Sections of the standard inside of a  border are specific to the individual standard and may be modified by the sponsor by submitting a revised standard for approval by the Oregon State Apprenticeship and Training Council. All other sections of the standard are boilerplate and may only be modified by the Council.*

### I. GEOGRAPHIC AREA COVERED:

The sponsor only has authority to recognize training agents (employers) that maintain their principal place of business inside of the geographical area covered by these standards. Training agents that maintain their principal place of business outside of the geographical area covered by this standard may only be recognized as traveling training agents when working in geographic area covered by this standard. The Sponsor will ensure compliance with the provisions for traveling training agents and of any Reciprocity Agreement recognized by the OSATC. (See ORS 660.137 / OAR 839-011-0260 / OSATC Policy # 16)

The geographic area covered by these standards shall be  governmental facilities and commercial  office buildings in Clackamas, Clatsop, Coos, Deschutes, Douglas, Lane, Linn, Marion,  Multnomah, Tillamook, Umatilla and Washington Counties  in the State of Oregon.

## II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (See ORS 660.126 (1b)). Documentation must be provided for all minimum qualifications:

Age:	At least 18 years of age
Education:	High school graduate or equivalent GED
Physical:	N/A
Testing:	N/A
Other:	Must be employed by a participating training agent

## III. CONDUCT OF PROGRAM UNDER OREGON EQUAL EMPLOYMENT OPPORTUNITY IN APPRENTICESHIP PLAN (OAR 839-011-0200):

Standards must include the Oregon Equal Employment Opportunity in Apprenticeship and Training Pledge (See OEEOA Section 4)

### THE SPONSOR HEREBY ADOPTS:

"The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Oregon State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations."

Sponsors with five (5) or more trainees in an apprenticeable occupation must adopt an Equal Employment Opportunity Plan and Selection Procedures and submit the plans for Council approval. (See OAR 839-011-0200 / Sections 5 & 6 of the Oregon Equal Employment Opportunity in Apprenticeship (OEEOA) / Council policy # 23).

### A. SELECTION PROCEDURES:

The committee shall select trainees from a pool of eligible applicants according to the following procedure: (ORS 660.137 (3) / OEEOA section 6)

1. All out of work trainees in good standing will be offered the opportunity for re-employment prior to new applicants being registered in conformance with the committee's approved initial employment policy.
2.
  - a. Each training agent will select trainees according to its published method for selection.
  - b. When an individual training agent has selected its fourth trainee for this standard, it will develop and submit a selection procedure (including initial employment procedures) to the Oregon State Apprenticeship and Training Council for review and approval.

### B. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

1. A sponsor's commitment to equal opportunity in recruitment, selection, employment and training of trainees shall include the adoption of a written affirmative action plan. (See OAR 839-011-0200 / OEEOA sections 5 a, b and c)
2. In addition the sponsor will set forth the specific steps that it will take under this plan, review and update the specific steps that it will take to implement the plan at least yearly and submit the updated steps to the Apprenticeship and Training Division (ATD) for review and approval. (OEEOA section 5 & 8)
3. Numerical goals and timetables for the selection of minority and female trainees shall be included with the sponsor's annual updated steps. (OEEOA section 5 & 8)
4. The sponsor hereby adopts the following activities in order to enable it to meet its affirmative action obligations.
5.
  - a. When an individual training agent has selected its fourth trainee for this standard, it will develop and submit an affirmative action plan, goals, and timetables to the Oregon State Apprenticeship and Training Council for review and approval.
  - b. In addition, when the committee has indentured the fourth trainee to this standard it will develop and submit an affirmative action work plan defining the steps it will take to encourage diversity within the employee workforce. The work plan will cover the following activities:
    1. Dissemination of information concerning the nature of training programs, requirements for admission to training programs, availability of program opportunities, sources of training applications, and the equal opportunity policy of the sponsor. For programs accepting applications only at specified intervals, such information shall be disseminated at least 30 days in advance of the earliest date for application at each interval. For programs customarily receiving applications throughout the year, such information shall be regularly disseminated but not less than semiannually. Such information shall be given to Council, local schools, employment offices, women's centers, outreach programs and organizations that can effectively reach women and minorities, and shall be published in newspapers circulated in the minority community and among women, as well as the general areas in which the sponsor operates.
    2. Participate in annual workshops to familiarize educators, career counselors, employment service representatives, and other appropriate personnel with training programs in general as well as current opportunities.
    3. Cooperate with local schools and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into training programs.
    8. Grant advanced standing or credit on the basis of previously acquired experience, training skills, or aptitude for all applicants equally.

C. DISCRIMINATION COMPLAINTS:

1. Any trainee or applicant for training who believes they have been discriminated against with regards to training by the committee may file a complaint. (See OAR 839-011-0200 / OEEOA Section 11)

2. The basis of the complaint may be:
  - a. Discrimination on the basis of race, sex, color, religion, national origin, age, disability or as otherwise specified by law by a sponsor or a sponsor's program
  - b. The equal employment opportunity plan has not been followed; or
  - c. The sponsor's equal employment opportunity plan does not comply with the requirements of the Oregon Equal Employment Opportunity in Apprenticeship Plan.
3. Any such complaint must be filed with the Director of the Apprenticeship and Training Division (Secretary of the OSATC) in writing within 180 days of the alleged illegal discrimination or specified failure to follow the equal opportunity requirements.
4. The written complaint must include the name, address and telephone number of the person allegedly discriminated against, the sponsor involved and a description of the circumstances of the complaint.
5. For complaints dealing with program operations see section X of this document.

#### IV. TERM of TRAINING:

1. The term of training will be 2,000 hours of work experience or less in the occupation identified in this Standard. (See ORS 660.126 (d))
2. The term of training must be stated in hours unless otherwise required by a collective bargaining agreement, civil service or other governing regulation. (See ORS 660.126)
3. The sponsor may accelerate, by an evaluation process, the advancement of trainees who demonstrate abilities and mastery of the occupation to the level for which they are qualified. (See ORS 660.137 (4))
4. When the trainee is granted advanced standing, the employer must pay the trainee at the appropriate wage per the wage progression schedule specified in these standards. (See ORS 660.142)

NOTE: In licensed occupations the trainee must complete the minimum hours of documented legal experience.

The term of training shall be ~~2,000~~ hours of employment.

#### V. INITIAL PROBATIONARY PERIOD:

1. All trainees are subject to an initial probationary period, stated in hours of employment during this time; a training agreement may be terminated without cause. It is the period following the effective date of the trainee's current registration into the program and during which the trainee's appeal rights are restricted. (See ORS 660.126 (1g))

2. The initial probationary period must be reasonable in relationship to the full term of the training unless otherwise required by Civil Service, CBA or law. (The registration agency recommends that this not exceed twenty percent (20%) (See ORS 660.126 (1g))
3. During the initial probationary period either party to the agreement may terminate the training agreement upon written notice to the Apprenticeship and Training Division of the Oregon Bureau of Labor and Industries. (See ORS 660.126 (1g) & ORS 660.060 (6))
4. An appeal process is available to trainees who have completed the initial probationary period. (See ORS 660.060 (6) & (7) and section X of this standard)

The probationary period shall be the first 400 OJT hours of employment after the current registration to this standard. (See ORS 660.126 (g))

#### VI. RATIO OF TRAINEES TO JOURNEY LEVEL WORKERS:

1. There shall be a maximum numeric ratio of trainees to journey-level workers consistent with proper supervision, training, safety and continuity of employment. (See ORS 660.126 (1f))
2. The ratio shall be specifically and clearly stated as to its application to the job site, workforce, department, shift, plant or combination therein. (See ORS 660.126 (1f))
3. The Sponsor will assure that trainees are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. (See ORS 660.126 (1f), OAR 839-011-0140 (2g), OAR 839-011-0360)

Due to the unique nature of the Limited Building Maintenance Electrician license, the ratio of trainees to journey-level workers shall not be more than one (1) trainee to the first one (1) licensed electrician on the jobsite for the first 80 hours of training.

The committee may take action to allow trainees to work with indirect supervision during the remainder of the program under the following conditions:

- a. Building owner or representative must be available by voice communication within 15 minutes and must meet with the trainee at least once each day to review work;
- b. Licensed electrician must be available by voice communication for consultation within 24 hours; and
- c. The ratio shall not exceed three (3) trainees to one (1) building owner or owner's representative after completion of the first 80 hours of training.

Approval of indirect supervision is contingent upon:

- a. Satisfactory completion of a minimum of 16 hours of safety training;
- b. Satisfactory completion of a minimum of 80 hours of directly supervised OJT training;
- c. Employer and instructor recommendation; and
- d. Employer identification of supervisory personnel (building owner or representative).

NOTE: The ratio is approved for a four-year period and will be subject to review and possible revision at the March 2010 Council meeting.

**VII. TRAINEE WAGES and WAGE PROGRESSION:**

1. The trainee 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. (See ORS 660.126 (1h))
2. Wage progressions shall be indicated in hourly or monthly periods (the registration agency recommends the use of hour periods) set by the Sponsor. (See ORS 660.126 (h))
3. The entry wage will not be less than the federal or state minimum wage rate, whichever is higher. (See ORS 660.142 (4))
4. The wage listed in this standard at all periods establishes a minimum and a higher wage may be required by other applicable federal law, state law, respective regulations, or by a collective bargaining agreement. (See ORS 660.126 (1h), ORS 660.137 (6), ORS 660.142 & OAR 839-011-140 (2f))
5. The sponsor must re-determine the average journey-level wage at least annually and submit the new average journey wage to the Director of the Apprenticeship and Training Division with a statement explaining how such determination was made and the effective date of the new average journey wage. (See ORS 660.137 (6))
6. Upon approval by the Director, the Division will notify all training agents and trainees of the new wage. (See ORS 660.142 (2))

The average wage for those journey-level workers employed by the participating employers in this occupation on **April 1, 2006** is \$ **17.00** per **hour**.

Period	Number of required hours	% of the journey level rate
1	0 – 500	60
2	501 – 1000	70
3	1001 – 1500	80
4	1501 – 2000	90

**VIII. WORK PROCESSES:**

1. The trainee shall receive the necessary instruction and experience to become a journey-level worker versed in the theory and practice of the occupation. (See ORS 660.155 / ORS 660.157 / OAR 839-011-0360)
2. The following is a condensed schedule of work experience that every trainee shall follow as closely as conditions will permit. (See ORS 660.126 (1c) OAR 839-011-0360; OAR 839-011-0140)

NOTE: In licensed occupations trainees must complete the minimum required total hours prior to being referred to the license examination.

Work processes Approximate hours

	(Minimum hours)
a. Electrical appliances	100
b. Switches	250
c. Light fixtures	200
d. Fans	100
e. Receptacles	250
f. Fluorescent ballasts	300
g. Troubleshooting	200
h. Maintenance	200
i. The remaining time needed to complete the program will be applied by the committee and employer according to the trainee's individual needs.	400
TOTAL	2,000

NOTE: Appropriate safety procedures are incorporated into each work process.

NOTE: The committee realizes that the completion of 2,000 hours of on-the-job training is the ideal, but recognizes that most trainees will not be able to fulfill the total amount of hours specified in every work process as set forth in this standard. When a trainee is unable to fulfill the total work hours in each work process the committee will evaluate the trainee's knowledge, skills and abilities and provide appropriate additional related instruction to assure that competency is acquired in each work process. The evaluation and summary of the additional instruction will be noted in the trainee's file.

#### IX. RELATED/SUPPLEMENTAL INSTRUCTION:

1. The trainee must attend related/supplemental instruction for at least 144 hours per year unless otherwise stated in this standard. Time spent in related/supplemental instruction will not be considered as hours of work, and the trainee is not required to be paid for time so spent. (See ORS 660.126 (1e))
2. The Committee must provide for instruction of the trainee during the related/supplemental instruction in safe and healthful work practices in compliance with the Oregon OSHA regulations and applicable federal and/or state regulations. (See ORS 660.137)
3. In case of failure on the part of any trainee to fulfill the related instruction obligation, the sponsor has the authority to withhold the trainee's periodic wage advancement; or with a reasonable opportunity to remedy deficiencies, suspend, or cancel the Training Agreement. (See ORS 660.157 (4))
4. Clock hours of actual attendance by the trainee in related/supplemental instruction classes at the community college, training trust or other approved training provider shall be documented and tracked by the Committee. (See ORS 660.157 (2a))
5. Related instruction activities must be at the direction of a qualified instructor. (See ORS 660.157 (3))

Methods of related/supplemental training must consist of one or more of the following: (See ORS 660.157)

- f. ( X ) Other ( USDOL-approved curriculum involving classroom instruction combined with self-study )

A minimum of 16 directly-mentored hours of related training shall be required during each year the trainee is registered in the program. (See ORS 660.126 (e))

The following is a summary of related instruction including required class hours in each element of instruction. A committee may establish and submit clear objectives and outcomes in lieu of hours for each class subject. (See ORS 660.157)

Course	Hours
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Program objectives and outcomes: Each trainee must demonstrate minimum competencies in each element listed below prior to referral to the electrical licensing exam. A Related Training Competency Verification form has been developed for this purpose:

- a. Basic electricity
- b. Sources of electricity
- c. Building service concepts and practices
- d. Measuring electrical energy consumption and electrical circuits
- e. Protective devices (fuses and circuit breakers) and electrical symbols
- f. Electrical conductors, insulation, and raceways
- g. Electrical boxes, receptacles, switches, and solenoids
- h. Motors and starters, maintenance and safety
- i. Electrical testing meters
- j. Basics of lighting
- k. Light sources, fixtures, and maintenance
- l. Maintenance and safety
- m. Scope of work allowed
- n. Applicable sections of the Oregon Electrical Specialty Code

#### X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

See: ORS 660.120 OAR 839-011-0073

1. Local committee rules or policies and any employment requirement such as driver's license, drug test etc. will be located in this section.
2. The committee may include provisions for committee-imposed "disciplinary probation," which is a time assessed when the trainee's progress is not satisfactory; a "disciplinary probation" may only be used to provide an opportunity for the trainee to correct deficiencies and cannot affect the trainee's appeal rights after the initial probation is completed. ( See ORS 660.137 (4) )
3. During disciplinary probation the committee may withhold periodic wage advancements, suspend or cancel the training agreement, or take other disciplinary action. ( See ORS 660.137 (4) )

4. The trainee has the right to file an appeal of the committee's disciplinary action with the Director of the Apprenticeship and Training Division. (See ORS 660.137 (4))
5. Complaint and Appeal Procedures:
  - a. Each committee shall adopt and submit complaint review procedures for Division approval.
  - b. All approved committees are expected to administer the program's approved complaint review process in a fair and consistent manner. (See ORS 660.120, ORS 660.060 & OEEOA Section 9)
  - c. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section. (See ORS 660.126 (2))
  - d. After the initial probationary period the training agreement may be canceled by a written request from the trainee. (See ORS 660.126 (1g) ORS 660.060 (7))
  - e. After the initial probationary period the committee may only suspend, cancel or terminate the training agreement for good cause, which includes but is not limited to: failure to report to work, nonattendance at related instruction, failure to submit work progress reports and lack of response to committee citations. (See ORS 660.060 (7))
    - i. Due notice and a reasonable opportunity for correction must be provided to the trainee.
    - ii. Upon suspension a written notice must be provided to the trainee and to the Apprenticeship and Training Division.
    - iii. Upon cancellation a written notice must be provided to the trainee and to the Apprenticeship and Training Division.
  - f. Each committee shall utilize the following procedures and time lines for disciplinary action (cancellation or termination). Committees may adopt and submit alternate complaint procedures for Division review and approval providing the procedures are reasonably expected to offer equal protection to the trainee. (See ORS 660.060 (8))
    - i. At least 22 days prior to potential disciplinary action by a committee
      - o The committee must notify the trainee in writing of alleged reason for the proposed disciplinary action and potential action to be taken if the allegation is substantiated
      - o The decisions are effective immediately upon committee action
      - o The committee will send written reason(s) for such action to the trainee by registered or certified mail and will include the appeal rights of the trainee
    - ii. Within 30 days of receipt of committee decision the trainee may request reconsideration of the action taken by the committee
      - o The trainee's request for the local committee to reconsider their disciplinary action must be submitted in writing and must include the reason(s) the trainee believes the committee should reconsider the disciplinary action.

- iii. Within 30 days of trainee's request for reconsideration
  - o The local committee must provide written notification of their final decision including the appeal rights of the trainee if the committee upholds its decision on the disciplinary action
- g. If the trainee chooses to pursue the complaint further
  - i. Within 30 days of notification of the committee's final action
    - o The trainee must submit the complaint describing in writing the issues associated with the disciplinary action to the Director of the Apprenticeship and Training Division
    - o The trainee must describe the controversy and provide any backup information
    - o The trainee must also provide this information to the local committee/organization
  - ii. Within 60 working days the Director of the Apprenticeship and Training Division will complete a review of the record
    - o If no settlement is agreed upon during review, the Director must issue a non-binding written decision resolving the controversy.
- h. If the trainee or local committee disputes the Director's decision
  - i. Within 30 days of Director's decision the dissenting party must submit a request for the OSATC to hear its case
    - o Request must be in writing
    - o Must specify reasons supporting the request
    - o Request and supporting documents must be given to all parties
    - o OSATC Rules and Policy Sub-Committee conducts hearing within 45 days and reports its findings to the next regular quarterly meeting of the OSATC
    - o The OSATC renders a decision based on the sub-committee's report.
  - ii. Within 30 days of the OSATC meeting
    - o The Secretary of the OSATC issues the decision in writing

#### XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION:

The following is an overview of the requirements associated with administering a training committee and/or program. These provisions are to be used in conjunction with the corresponding ORS and/or OAR.

1. The committee is the policymaking and administrative body responsible for the operation and success of this Training program.
2. The committee is responsible for the day-to-day operation of the training program and must be knowledgeable in the application of Chapter 660 ORS, OAR 839 division 011 and other law and rule as appropriate to the occupation(s).
3. Sponsors must develop policies and procedures for committee operations (ORS 660.060 (8), ORS 660.135, ORS 660.137, OAR 839-011-0170). The committee's specific policies pertaining to the operation of the program are included in this standard. The procedures for the implementation of the approved policies are maintained by the committee. After approval

by the division the approved procedures shall be distributed to all trainees and training agents.

4. Committees must convene meetings at least semi-annually that are attended by a quorum of committee members as defined in the approved Standards. (See ORS 660.137 (4))
  - a. A quorum for a local joint or trade committee shall consist of at least two (2) members representing the employers and two (2) members representing the employees. (See ORS 660.135 (3), ORS 660.145)
  - b. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings during a calendar year and may not authorize disciplinary action of trainees. (See ORS 660.060 (8))
  - c. Minutes of all meetings must be submitted to the Apprenticeship and Training Division within 10 working days of the meeting. (See OAR 839-011-0170)
5. Program Operations (ORS 660.135, ORS 660.137, OAR 839-011-0170, OAR 839-011-0200):
  - a. The Committee will record and maintain records pertaining to the local administration of its Training Program and make them available to the OSATC or its representative on request.
    - i. These records include, but are not limited to
      - o Selection of applicants
      - o Administration of the training program
      - o Affirmative action plans
      - o Documentation necessary to establish a sponsor's good faith effort in implementing its affirmative action plan
      - o Qualification standards
  - b. Records required by the Oregon Equal Employment Opportunity in Training rules (OAR 839-011-0200) will be maintained for five (5) years; all other records will be maintained for five (5) years after the final action taken by the committee on the training agreement.
  - c. The following must be submitted by all programs through the Apprenticeship Representative assigned to assist the committee:
    - i. Training Registration Agreement – within the first 90 days of employment as a trainee. (See ORS 660.020, OAR 839-011-0088) (In licensed occupations registration must occur prior to employment in the trade)
    - ii. Committee Minutes – within 10 working days of the meeting. (See OAR 839-011-0170)
    - iii. Authorized Training Agent Agreements – within 10 working days of committee action to approve the training agent. (ORS 660-020)
      - o Interim recognition may be authorized by committee policy but may not exceed 90 calendar days.

- Any recognition of a training agent prior to formal action of the committee must be in conformance with the committee's council approved policy.
- iv. Revision of Occupation Standards - as necessary, no later than 45 days prior to OSATC meeting. (See OAR 839-011-0030) (Programs should review their Standards at least annually)
  - Forms are available from the Apprenticeship Representative. If approved by the OSATC, such amendment(s) and such changes as adopted by the OSATC will be binding to all parties on the first day of the month following OSATC approval.
- v. Revision of Committee Member Composition as necessary (included in committee minutes). (See OAR 839-011-0074)
- vi. Average Journey Level Wage – at least annually or whenever changed (included in minutes and by letter to the Director summarizing how the average wage was determined). (See ORS 660.137 (6), ORS 660.142)
- vii. Authorization of Signature - as necessary (See ORS 660.135 (4))
- viii. Authorization for issuance of initial license may be granted after the committee is found to be in compliance for operational purposes (See Council Policy #22)
- d. Adopt, as necessary or as directed, local program policies and procedures for the administration of the training program in compliance with this Standard. (See ORS 660.060 (8), ORS 660.120 (2), OAR 839-011-0073)
  - i. Policies must be submitted to the OSATC for review and approval.
  - ii. Procedures must be submitted for Division (ATD) approval and inclusion by reference in this Standard prior to implementation.
- 6. Trainee Management:
  - a. Applicants accepted by the committee, who have documented legal experience creditable to the training in the skilled occupation or in some other related capacity, may be granted advanced standing as trainees. (See OAR 839-011-0088 (3a) Trainees admitted to advanced standing will be paid the wage rate for the period to which such credit advances them. (In licensed occupations previous credit must be documented legal experience)
  - b. Each trainee (and, if under 18 years of age, the parent or guardian) will sign an Training Agreement with the Sponsor, who will then register the Agreement, with the Apprenticeship and Training Division of the Bureau of Labor and Industries within the first 90 days of employment as a trainee. (See ORS 660.020 (1), ORS 660.060, OAR 839-011-0088)
  - c. The Apprenticeship and Training Division must be provided a copy of the committee minutes approving any change of disposition or modification of the Registration Agreement within 10 working days of the committee meeting. (See OAR 839-011-0170)

- i. Requests for disposition or modification of Agreements include: (1) Certificate of completion, (2) Additional credit, (3) Suspension, military service, or other, (4) Reinstatement, (5) Cancellation, (6) Re-rates, (7) Holds, (8) Examination Referral, (9) Corrections, (10) Limited Supervision-electrical, (11) Phased Supervision-plumbing.
- d. Rotate trainees in the various processes of the skilled occupation to ensure the trainee is trained to be a competent journey-level worker. (See ORS 660.137 (2c), OAR 839-011-0265.
- e. At least once every six months the sponsor must review and evaluate each trainee's progress and take action to advance based on the trainee's progress or hold the trainee at the same level for a reasonable period and opportunity for corrective action or terminate for continued inadequate progress. (See ORS 660.137 (4))
- f. The evidence of such action will be the record of the trainee's progress on the job and during related/supplemental instruction.
  - i. If the trainee's progress is not satisfactory, the committee has the obligation to withhold the trainee's periodic wage advancements, suspend or cancel the Training Agreement, or take other disciplinary action as established under the "Administrative/Disciplinary Procedures."
- g. The committee has the obligation and responsibility to provide insofar as possible, reasonably continuous employment for all trainees in the program. (See ORS 660.126, ORS 660.020)
  - i. The committee may arrange to transfer a trainee from one training agent to another or to another committee when the committee is unable to provide reasonably continuous employment, or they are unable to provide trainees the diversity of experience necessary for training and experience in the various work processes as stated in this Standard.
  - ii. If, for any reason, a layoff of a trainee occurs, the Training Agreement will remain in effect unless canceled by the committee.
- h. A trainee who is unable to perform the on-the-job portion of training may, if the trainee so requests and the committee approves, participate in related/supplemental instruction classes, subject to the trainee obtaining and providing written medical approval for such participation. However, time spent will not be applied toward the on-the-job portion of the training. (See ORS 660.126 (i))
- i. The committee will hear and adjust all complaints of violations of training agreements. (See ORS 660.137)
- j. Upon successful completion of training, as provided in these Standards, and passing any examination that the committee may require, the committee will recommend that the Oregon Commissioner of Labor award a Certificate of Completion of Training. (See ORS 660.137, ORS 660.205)

## 7. Training Agent Management:

- a. Offer training opportunities on an equal basis to all employers and trainees. (See OAR 839-011-0084)
- b. Grant equal treatment and opportunity for all trainees through reasonable working and training conditions and apply those conditions to all trainees uniformly. (See OAR 839-011-0200, Council Policy # 13)
- c. Provide training at a cost equivalent to that incurred by currently participating employers and trainees. (See OAR 839-011-0084)
- d. An employer shall not be required to sign a collective bargaining agreement or join an association as a condition of participation. (See OAR 839-011-0162)
- e. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. (See ORS 660.137)
- f. Require all employers requesting approved training agent status to complete a training agent application and comply with all Oregon State apprenticeship laws and the appropriate training Standards. (See ORS 660.137)
- g. Submit approved training agent agreements to the Apprenticeship and Training Division within 10 working days of committee approval with a copy of the agreement and/or the list of approved training agents and committee minutes where approval was granted. (See OAR 839-011-0170)
- h. Make periodic checks of approved training agents and withdraw approval when approval qualifications are no longer met or when it appears to the committee that the employer is in violation of the terms of the training agreement, standards, rules, regulations and policies of the committee or OSATC. (See ORS 660.137)
- i. If a committee acts to withdraw training agent status from an employer the action must be recorded in the committee minutes and submitted to the Apprenticeship and Training Division within 10 working days of the committee action. (See OAR 839-011-0170)

## 8. COUNCIL REQUIRED POLICIES: (See ORS 660.120 - ORS 660.137)

## a. Credit for prior experience

The committee will grant credit for previous experience based on the knowledge, skills, and abilities of the trainee.

## b. OJT requirements (hours, work processes, rotation/partial rotation, monthly progress reports, timelines, applicable penalties)

Trainees will work for an approved training agent and must record and submit OJT hours.

## c. Related training requirements (attendance, grades)

Trainees must attend and satisfactorily complete related classroom and self-study

instruction as directed by the committee.

d. Complaint procedures

The committee will promptly and fairly resolve any complaints brought to its attention.

e. Process for the review and evaluation of trainee progress

The committee will regularly review and evaluate the progress of each trainee as to job performance and related instruction.

f. Advancement requirements (re-rates, completions)

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

g. Disciplinary process (appearances, holds, cancellations)

The committee will take corrective action for any failure to satisfy program requirements.

h. Training agent requirements (approval, discipline, removal)

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 and complies with requirements outlined in Oregon statute and administrative rule.

i. Traveling training agent policy

N/A (All employers are fixed-site facilities and traveling training agents will not be approved.)

j. Initial employment policy

N/A (As trainees are selected by individual training agents, the committee will not maintain a pool of eligible applicants. Initial employment information will be included in the selection procedures submitted by training agents for Council approval.)

k. Placement procedures for out-of-work trainees

N/A (Employment with an approved training agent is a requirement for participating in the program.)

l. License requirements, including exam referral and completion requirements (for licensed trades only)

The committee will ensure that all training satisfies the requirements of the Limited Building Maintenance Electrician license

9. Optional Policies

None

10. Composition of Committee:

- a. Joint apprenticeship and training committees must be composed of an equal number of employee and employer representatives composed of at least four principal members but no more than eight principal members. An alternate member may be appointed for each principal member. A quorum shall consist of at least two employer members and two employee members. (See ORS 660.135; OAR 839-011-0074)
- b. Trades apprenticeship and training committees must be composed of an equal number of employee and employer representatives composed of one principal employee and one principal employer member for each occupation covered by the trades committee. An alternate member may be appointed for each principal member. A quorum shall consist of at least two employer members and two employee members. (See ORS 660.145; OAR 839-011-0074)
- c. Employee representatives shall not be supervisors as defined by the National Labor Relations Act (as amended). (See OAR 839-011-0074)
- d. Employee representatives shall be skilled practitioners of the trade, except;
- e. A labor organization which is the recognized bargaining representative may designate elected representatives as employee members. (See ORS 660.135 & OAR 839-011-0074)
- f. The committee shall elect a chairperson and a secretary from the committee members. One of the offices must be held by an employer member and one office must be held by an employee member.
- g. Committee members or officers may be removed for failure to abide by ORS 660 or the rules and policies of the council or committee. (See OAR 839-011-0078)

The program administered by this committee is a: JTC  
(See ORS 660.135) or (ORS660.145)

The employer representatives shall be:  
**(See attached committee list)**

The employee representatives shall be:  
**(See attached committee list)**

XII. SUBCOMMITTEE:

Subcommittee(s) may be approved by the sponsor but may only recommend actions to the parent Committee.

XIII. TRAINING DIRECTOR/COORDINATOR/ADMINISTRATOR/CONTACT PERSON:

The Sponsor may employ a person(s) as a full or part-time Training Coordinator(s)/Training Director(s)/Administrator(s). This person(s) will assume responsibilities and authority for the operation of the program as are specifically delegated by the Sponsor.

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