



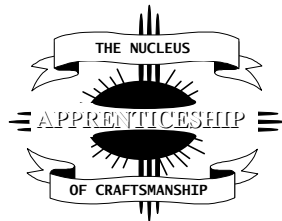
STANDARDS OF APPRENTICESHIP  
Adopted by

**SOUTHERN OREGON ELECTRICAL UTILITIES JATC**

(sponsor)

<u>Skilled Occupational Objective(s):</u>	<u>SIC #</u>	<u>SOC #</u>	<u>SYMBOL</u>	<u>SUFFIX</u>	<u>Term</u>
Hydro Journeyman Operator Maintenance	4911	51-8013	0905	000	6000 hours

MA#	5007	SOC Title	Power Plant Operators	License	N/A
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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:

September 14, 1989

Initial Approval Date

By: **DAN GARDNER**  
Chairman of Council

March 16, 2006

Last Date Revised

By: **STEPHEN SIMMS**  
Secretary of Council

September 17, 2009

Committee Amended Date


## APPRENTICESHIP 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 apprentices 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 apprenticeship 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 apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship.




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 apprentices 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  PacifiCorp facilities in Jackson,  Josephine, Klamath, Lake, Douglas, Linn, Benton, Marion, Polk, Lincoln and Lane 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 eighteen (18) years of age.
Education:	High school graduation or GED equivalency.
Physical:	None
Testing:	Qualifying score on NECA/IBEW NJATC aptitude test
Other:	Satisfactory completion of 1,000 hours of work experience applicable to the occupation

Note: See section X, 6 and 7

**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 apprentices 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 apprentices from a pool of eligible applicants according to the following procedure: (ORS 660.137 (3) / OEEOA section 6)

1. All out of work apprentices 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. Training agents will select apprentices from employees who have been actively employed for at least 6 months, with a minimum of 1,000 hours on the job.
3. A training agent in good standing with the committee who is unable to fill apprenticeship openings from its existing workforce may accept applications from external applicants under the following conditions:
  - a. The training agent must submit documentation to the committee demonstrating its inability to fill the position(s) from its existing workforce prior to selecting external applicants; and
  - b. A public notice regarding the apprenticeship opportunity must be distributed at least 30

- days prior to the first date of accepting external applications and must include the following elements:
- 1) Date of the notice
  - 2) Dates applications will be accepted (at least 2 weeks)
  - 3) Minimum qualifications and employment requirements (as listed in the standard)
  - 4) Application procedures, including location(s) and submission timelines
  - 5) Selection process and timelines
  - 6) Information about the occupation and nature of apprenticeship
  - 7) Employer's equal opportunity pledge
4. When a training agent selects its 4th apprentice in a single occupation, it must submit its selection process to the committee, including its initial placement procedures. Upon review and approval, the committee will forward this information to ATD for OSATC approval. The training agent cannot select additional apprentices until all required information has been submitted.
  5. Training agents will be responsible for maintaining records related to the recruitment and selection of apprentices for a 5-year period. Documentation is to include:
    - a. Apprenticeship opportunity postings
    - b. A list of employees who applied for each opening, including race/ethnicity and gender
    - c. A brief summary of the job-related selection factors and tools utilized (interview, supervisor recommendation, seniority, etc.), including the basis for evaluation, selection, and rejection of each applicant
  6. The committee will record the names of all training agents who employed 5 or more apprentices during the previous year in the minutes of its first meeting each year.
    - a. These training agents will be scheduled for an Affirmative Action Compliance Review and will be required to provide information regarding their selection practices to ATD, including:
      - 1) Copies of posted apprenticeship openings or bid lists
      - 2) Apprentice recruitment and selection documentation
      - 3) Employer policies related to the selection of employees and apprentices
      - 4) Relevant sections from applicable collective bargaining agreements
    - b. Any training agent who fails to provide the required information or to follow its OSATC-approved selection procedure will be cited to appear before the committee to discuss selection requirements and obligations.
    - c. Training agents who are unable to assure the committee of their ability and commitment to comply with these requirements will face disciplinary action, up to and including withdrawal of training agent approval.
  7. Previous or current apprentices who gained their experience in a registered Substation Electrician program during the preceding 4 years will be permitted to enter this program provided they meet current minimum qualifications and are either in good standing or were not terminated for cause from an apprenticeship program during the previous 4 years.

**B. EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

1. A sponsor's commitment to equal opportunity in recruitment, selection, employment and training of apprentices 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 apprentices 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. As a non-construction program, apprentices are selected by individual training agents:
  - a. When a training agent selects its 4th apprentice in a single occupation, it must submit an affirmative action plan (AAP) with goals and timetables to the committee. Upon review and approval, the committee will forward these items to ATD for OSATC approval. The training agent cannot select additional apprentices until all required information has been submitted.
  - b. Training agents are responsible for maintaining records and documentation related to the recruitment and selection of apprentices for a 5-year period. In addition to the items outlined in the selection procedure above, documentation of affirmative action activities and results must be maintained.
  - c. The committee will record the names of all training agents who employed 5 or more apprentices during the previous year in the minutes of its first meeting each year. These training agents will be required to provide documentation of AAP activities and results as part of the Affirmative Action Compliance Review noted in the selection procedure above.
  - d. Any training agent who fails to provide the required information or to follow its OSATC-approved AAP will be cited to appear before the committee to discuss affirmative action requirements and obligations.
  - e. Training agents who are unable to assure the committee of their ability and commitment to comply with these requirements will face disciplinary action, up to and including withdrawal of training agent approval.

The committee will complete the following activities to meet its outreach and recruitment obligations for women and minorities:

1. Prepare and mail an annual notice outlining the benefits of employment as an apprenticeship to:
  - a. Registered training agents for placement on company bulletin boards
  - b. Educational Service Districts (ESDs) and community colleges in geographical area
  - c. At least one community-based organization (CBO) within its geographical jurisdiction
  - d. The State of Oregon Employment Division
2. At least once each year one or more training agent will participate in at least one community job fair to promote apprenticeship opportunities within the trade.

### C. DISCRIMINATION COMPLAINTS:

1. Any apprentice or applicant for apprenticeship who believes they have been discriminated against with regards to apprenticeship 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 APPRENTICESHIP:

1. The term of apprenticeship will not be less than 2,000 hours of work experience in the apprenticeable occupation identified in this Standard. (See ORS 660.126 (d))
2. The term of apprenticeship 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 apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. (See ORS 660.137 (4))
4. When the apprentice is granted advanced standing, the employer must pay the apprentice at the appropriate wage per the wage progression schedule specified in these standards. (See ORS 660.142)

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

The term of apprenticeship shall be ~~6000~~ hours of employment.

This apprenticeship is a competency-based program that utilizes task signoffs to indicate progress through the program. The time periods for the various tasks are listed as guidelines only. The apprentice shall progress by completing 6 major blocks of tasks (referred to as major milestones). It is expected that the average apprentice with no prior experience should take 3 years and require approximately 6000 hours to progress through the program. However no apprentice may obtain a journeyman designation until they have spent at least 3 years in the program.

#### V. INITIAL PROBATIONARY PERIOD:

1. All apprentices are subject to an initial probationary period, stated in hours of employment during this time; an apprenticeship agreement may be terminated without cause. It is the period following the effective date of the apprentice's current registration into the program and during which the apprentice'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 apprenticeship 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 apprenticeship 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 apprentices 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 ~~period of apprenticeship and 1,000~~ OJT hours of employment after the current registration to this standard. (See ORS 660.126 (g))

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

1. There shall be a maximum numeric ratio of apprentices 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 apprentices 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)

The ratio of apprentices to journey-level worker shall not be more than ~~one (1)~~ apprentice to the first ~~two (2)~~ journey-level workers on the ~~jobsite~~. Additional apprentices are authorized at a ratio of ~~one (1)~~ apprentice for each additional ~~two (2)~~ journey-level worker(s). (See ORS 660.126 (f))

#### VII. APPRENTICE WAGES and WAGE PROGRESSION:

1. The apprentice shall be paid according to a progressively increasing schedule of wage based on specified percentages of the average journey-level wage consistent with skills acquired. (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 apprentices 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 **January 26, 2010** is \$ **34.74** per **hour** .

Period	Number of required hours	% of the journey level rate
1st	1,000	70
2nd	1,000	73
3rd	1,000	76
4th	1,000	80
5th	1,000	84
6th	1,000	90

Since pay increases are tied to milestone completion, it is expected that people may and can progress sooner. However, although an apprentice may obtain pay raises up to 100% of a Journeyman’s pay as they proceed through the system, no apprentice can obtain their Journeyman designation until they have spent at least 3 years in the program.

**VIII. WORK PROCESSES:**

1. The apprentice 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 apprentice 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 apprentices must complete the minimum required total hours prior to being referred to the license examination.

Work processes Approximate hours

Milestone 1 (first period)	1000
<ul style="list-style-type: none"> <li>• Orientation <ul style="list-style-type: none"> <li>○ Safety/Environmental Awareness</li> <li>○ New Apprentice Orientation</li> <li>○ Electric Utility System Operation</li> <li>○ Safety Orientation</li> </ul> </li> </ul>	
Milestone 2 (second period)	1000
<ul style="list-style-type: none"> <li>• Hydro Fundamentals Part 2, Safety Regulatory Modules, Operations Skills Phase 2 <ul style="list-style-type: none"> <li>○ Successfully complete Hydro Operator Fundamentals Part 2 Training (75% or above required on all tasks and courses).</li> <li>○ Successfully complete all Safety/Regulatory Training modules (75% or above required on all tasks and courses).</li> <li>○ For ONE of the assigned plants, using plant procedures as appropriate, demonstrate proficiency in the normal and abnormal operation and inspection for all applicable Plant Series system descriptions and operating procedures.</li> </ul> </li> </ul>	
Milestone 3 (third period)	1000
<ul style="list-style-type: none"> <li>• Operations Skills Phase 2 - Continued <ul style="list-style-type: none"> <li>○ For a minimum of two additional assigned plants, using plant procedures as appropriate, demonstrate proficiency in the normal and abnormal operation and inspection for all applicable Plant Series system descriptions and operating procedures.</li> </ul> </li> </ul>	
Milestone 4 (fourth period)	1000
<p>Note: Milestone 4 and Milestone 5 can be performed in any order (so long as Milestones 1-3 are completed) based on mutual agreement of the apprentice and General Foreman.</p> <p>Note: The agreed-upon tasks mentioned below are those tasks agreed to by collective bargaining between Local 659 of the IBEW and PacifiCorp/Pacific Power. These tasks are subject to change through revision to these standards.</p> <ul style="list-style-type: none"> <li>• Mechanical Maintenance Skills/Repairman Tasks <ul style="list-style-type: none"> <li>○ Successfully complete required Mechanical Training (75% or above required on all tasks and courses)</li> <li>○ Successfully complete knowledge/skills Job Performance Measures (JPMs) on the following topics: <ul style="list-style-type: none"> <li>▪ Lubricants</li> <li>▪ Bearings</li> <li>▪ Rigging</li> <li>▪ Hydraulics</li> <li>▪ Pipes and Valves</li> <li>▪ Seals</li> <li>▪ Gears</li> <li>▪ Equipment Drive Components</li> <li>▪ Obtain CDL (Class A or Class B)</li> <li>▪ Qualify to operate a minimum of 8 types of heavy equipment from the following listing:</li> </ul> </li> </ul> </li> </ul> <p>Core: Each apprentice must demonstrate competencies in</p>	

the operation of the five listed pieces of equipment:

- \* Backhoe
- \* Bob Cat
- \* Fork Lift
- \* Centermount Crane
- \* Dump Truck

Required optional equipment: Each apprentice must demonstrate competencies in the operation of a minimum of three of the following:

- \* Gradall
- \* Snow Cat
- \* Dozer
- \* Road Grader
- \* Excavator
- \* Articulated Snow Blower
- \* Front-end Loader
- \* Mobile Crane

Milestone 5 (fifth period) 1000

- Electrical Maintenance Skills
  - Successfully complete required Electrical Skills Training (75% or above required on all tasks and courses).
  - Successfully complete knowledge/skills Job Performance Measures (JPMs) on the following topics:
    - Electrical Safety
    - Basic Electricity
    - Electrical Diagrams
    - Circuit Breakers and Switchgear
    - Battery Systems
    - Troubleshooting Electrical Circuits
    - Circuit Breakers and Fuses

Milestone 6 (sixth period) 1000

- Switching, Clearances, Final Board
  - Clearance and tagout system.
  - Perform a switching order as directed to:
    - Isolate a Transformer
    - Isolate a Circuit Breaker
    - Isolate a Switchyard Bus
    - Isolate a Transmission Line
    - Isolate a Generator
    - Isolate other electrical equipment as identified on the switching order
  - Safe operation of the following components
    - Gang-operated disconnects including tagging
    - Motor-operated disconnects including decoupling and tagging as appropriate
    - Hook-operated fuses and disconnects including tagging
    - Isolation of the secondary side of potential transformers including tagging

- Isolation and grounding of capacitor banks including tagging
- Reclosers
- Drop down and draw out air circuit breakers
- Clearances and Tagouts
  - Issuance, recall, and clearing of tags and tagouts

TOTAL

6,000

NOTE: See policies and procedures regarding work on conductors, apparatus, and equipment energized at voltages in excess of 750 volts.

NOTE: The committee realizes that the completion of 6,000 hours of on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in every work process as set forth in this standard. When an apprentice is unable to fulfill the total work hours in each work process the committee will evaluate the apprentice'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 apprentice's file.

The following is a summary of the required competencies that must be acquired in each period of the apprenticeship (milestone) prior to apprentice advancing to the next phase of the apprenticeship.

#### Milestone I

- Hydro Fundamentals Part 1 and Operations Skills Phase 1
  - Successfully complete required Hydro Operator Fundamentals Part 1 Training (75% on all courses).
  - For all assigned plants, complete Operator Skills Phase 1 which includes the following:
    - Demonstrate proficiency with completing the inspection checklist (station rounds) and demonstrate proper apprentice (s) action for any reading or condition outside of normal
    - Demonstrate proficiency with performing an emergency shutdown for those conditions (as determined by a Journeyman Operator) that require a quick shutdown.
    - Demonstrate proficiency with inspection and operation of the Fire Protection system.
    - Demonstrate proficiency with inspection and operation of the Water Delivery system.

#### Milestone III

- Complete a site-specific written examination for ALL of the remaining assigned plants and attain at least a 75% on each.
- Be designated as "Fully Qualified in Operations" by a Journeyman Operator, General Foreman, and Production Manager on ALL of the assigned plants excluding issuing clearances or tagouts, performing switching, performing lockouts or tagouts or holds.

#### Milestone IV

- Demonstrate basic welding and cutting skills
- Demonstrate proper use and care of the required handheld equipment as identified on the qualification card:
- Demonstrate ability to operate 8 pieces of related mobile equipment:
  - Core:
    - Backhoe
    - Bob Cat
    - Fork Lift
    - Centermount Crane
    - Dump Truck
  - Optional:

- Gradall
- Snow Cat
- Dozer
- Road Grader
- Excavator
- Articulated Snow Blower
- Front-end Loader
- Mobile Crane
- Demonstrate hauling selected equipment to include hooking up trailers, loading equipment and proper tiedown and securing of equipment
- Demonstrate rigging and lifting techniques and procedures
- Demonstrate concrete forming, mixing, and finishing.
- Demonstrate Debris removal from Trash Racks
- Demonstrate General Structure Maintenance and Repair
- Demonstrate General plumbing tasks
- Demonstrate proficiency in all agreed-upon mechanical maintenance tasks designated as applicable to the Journeyman Operator Maintainer craft
- Be designated as “Fully Qualified in Mechanical Maintenance” by a Journeyman Mechanic, General Foreman, and Production Manager.

#### Milestone V

Note: Milestone 4 and Milestone 5 can be performed in any order (so long as Milestones 1-3 are completed) based on mutual agreement of the apprentice and General Foreman.

Note: The agreed-upon tasks mentioned below are those tasks agreed to by collective bargaining between Local 659 of the IBEW and PacifiCorp/Pacific Power. These tasks are subject to change.

- Demonstrate proficiency in all agreed-upon electrical maintenance tasks designated as applicable to the Journeyman Operator Maintainer craft
- Be designated as “Fully Qualified in Electrical Maintenance” by a Journeyman Wireman, General Foreman, and Production Manager

#### Milestone VI

- Demonstrate proficiency on the following switchyard related tasks:
  - Understanding of clearances and tagout system.
  - Perform a switching order as directed to:
    - \* Isolate a Transformer
    - \* Isolate a Circuit Breaker
    - \* Isolate a Switchyard Bus
    - \* Isolate a Transmission Line
    - \* Isolate a Generator
    - \* Isolate other electrical equipment as identified on the switching order
  - Safe operation of the following components
    - \* Gang-operated disconnects including tagging
    - \* Motor-operated disconnects including decoupling and tagging as appropriate
    - \* Hook-operated fuses and disconnects including tagging
    - \* Isolation of the secondary side of potential transformers including tagging
    - \* Isolation and grounding of capacitor banks including tagging
    - \* Reclosers
    - \* Drop down and draw out air circuit breaker
- Clearances and Tagouts

- Demonstrate proficiency in the issuance, recall, and clearing of tags and tagouts
- Be designated as “Fully Qualified in Switching and Clearances” by a Journeyman Operator, General Foreman, and Production Manager for ALL of the assigned plants.
- Be designated as Fully Qualified in all aspects of Operations, Mechanical Maintenance, Electrical Maintenance, Switching, and Clearance Issuance by attaining a Pass on a Final Oral Board. The Board will be chaired by the cognizant Production Manager and include a Journeyman Electrical Craft person, Journeyman Mechanical Craft Person, Journeyman Operator, Cognizant General Foreman, Hydro Area Safety Administrator, and Hydro Training Supervisor. The format and conduct of the board will allow for practical demonstrations, simulations, and oral questioning.
- Upon successful completion of at least three years in the apprenticeship, passing the final oral Board and a score of at least 75% on the final written examination the apprentice will be completed from the program and issued a Journeyman card by the registration agency.

Note: as new systems or components are periodically added, the system listing is subject to change.

#### IX. RELATED/SUPPLEMENTAL INSTRUCTION:

1. The apprentice 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 apprentice is not required to be paid for time so spent. (See ORS 660.126 (1e))
2. The Committee must provide for instruction of the apprentice 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 apprentice to fulfill the related instruction obligation, the sponsor has the authority to withhold the apprentice’s periodic wage advancement; or with a reasonable opportunity to remedy deficiencies, suspend, or cancel the Apprenticeship Agreement. (See ORS 660.157 (4))
4. Clock hours of actual attendance by the apprentice 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 ( Pacificorp provides instruction and instructors in conjunction with several community colleges primarily Clackamas Community College at the Training Center in Wilsonville Oregon. )

A minimum of 144 hours of related training shall be required during each year the apprentice 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
<p>The basic description of the training program is classroom training linked to On-the-Job Training (OJT). As used within this document, classroom training encompasses computer-based training, self-study, and formal classroom training.</p>	
<p>Over the course of the apprenticeship, there are required training modules available on a Learning Access Point Computer; there are one-on-one briefings; there is classroom training available at the Power Learning facility in Wilsonville, OR. in addition to self-study using PacifiCorp System description and operating procedures. Changes or modifications to specific training courses will be made as needed with the approval or under the direction of the Joint Apprentice and Training Committee. Each computer-based training course will take an average person approximately 1 hour to complete. Related training shall cover the following subjects:</p>	
<p>Milestone I:</p>	71
<ul style="list-style-type: none"> <li>Safety and Environmental Awareness briefing</li> <li>New Apprentice Orientation briefing</li> <li>Electric Utility System Operation class at Wilsonville</li> <li>Computer-based training on the following topics: Basic Electricity, Plant Auxiliaries, Hydro Power Plant Fundamentals and Use of hand and power tools.</li> </ul>	
<p>Approximately 45 hours of Computer-based training, 24 hours of Classroom instruction, and 2 hours of briefing</p>	
<p>Milestone II:</p>	123
<ul style="list-style-type: none"> <li>Computer-based training on the following topics:                             <ul style="list-style-type: none"> <li>Mathematics, Plant Science, Print Reading,</li> <li>Plant Instrumentation, and assorted safety topics.</li> </ul> </li> </ul>	
<p>Approximately 43 hours of Computer-based training and approximately 80 hours of self-study on plant System Description and Operating Procedures.</p>	
<p>Milestone III:</p>	80
<p>Approximately 80 hours of self-study on the plant System Descriptions and Operating Procedures on at least two additional assigned plants.</p>	
<p>Milestone IV:</p>	18
<ul style="list-style-type: none"> <li>Computer-based training on the following topics:                             <ul style="list-style-type: none"> <li>Lubricants, Bearings, Rigging, Hydraulics,</li> <li>Pipes and Valves, Seals, Gears,</li> <li>Equipment Drive Components, Welding.</li> </ul> </li> </ul>	
<p>Approximately 18 hours of Computer-based training.</p>	
<p>Milestone V:</p>	11
<ul style="list-style-type: none"> <li>Computer-based training on the following topics:                             <ul style="list-style-type: none"> <li>Electrical Safety, Basic Electricity, Electrical Diagrams, Circuit Breakers and Switchgear, Battery Systems, Electrical Test Equipment, Troubleshooting</li> </ul> </li> </ul>	

Electrical Circuits, Circuit Breakers and Fuses. Approximately 11 hours of Computer-based training.	
Milestone VI: Classroom training at Wilsonville, OR on switching techniques and clearance procedures. Directed site visit to PDX dispatch, Toketee and Merwin Hydro Control Center (HCC). Approximately 48 hours of classroom training and approximately 96 hours of on-site instruction and familiarization with PDX Dispatch, Toketee and Merwin HCC.	144
TOTAL	447
A score of 75% or above is required on all courses.	

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 apprentice's progress is not satisfactory; a "disciplinary probation" may only be used to provide an opportunity for the apprentice to correct deficiencies and cannot affect the apprentice'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 apprenticeship agreement, or take other disciplinary action. ( See ORS 660.137 (4) )
4. The apprentice 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 apprenticeship agreement may be canceled by a written request from the apprentice. (See ORS 660.126 (1g) ORS 660.060 (7))
  - e. After the initial probationary period the committee may only suspend, cancel or terminate the apprentice 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 apprentice.
  - ii. Upon suspension a written notice must be provided to the apprentice and to the Apprenticeship and Training Division.
  - iii. Upon cancellation a written notice must be provided to the apprentice 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 apprentice. (See ORS 660.060 (8))
- i. At least 22 days prior to potential disciplinary action by a committee
    - o The committee must notify the apprentice 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 apprentice by registered or certified mail and will include the appeal rights of the apprentice
  - ii. Within 30 days of receipt of committee decision the apprentice may request reconsideration of the action taken by the committee
    - o The apprentice's request for the local committee to reconsider their disciplinary action must be submitted in writing and must include the reason(s) the apprentice believes the committee should reconsider the disciplinary action.
  - iii. Within 30 days of apprentice's request for reconsideration
    - o The local committee must provide written notification of their final decision including the appeal rights of the apprentice if the committee upholds its decision on the disciplinary action
- g. If the apprentice chooses to pursue the complaint further
- i. Within 30 days of notification of the committee's final action
    - o The apprentice 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 apprentice must describe the controversy and provide any backup information
    - o The apprentice 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 apprentice 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
6. Employment conditions:
- a. Applicants may be required to attend an orientation class prior to employment.
  - b. A drug screen and background check may be conducted prior to employment.
7. Employers may also require:
- a. Valid driver's license with the ability to obtain a Class A Commercial Driver's License within 6 months of employment
  - b. Physical Ability Testing (PAT)
  - c. Pre-employment physical examination
- Prior to implementing any of these requirements, the employer must establish their validity in conformance with CFR 41 Part 60-3.

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

The following is an overview of the requirements associated with administering an apprenticeship 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 Apprenticeship program.
2. The committee is responsible for the day-to-day operation of the apprenticeship 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 apprentices 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 apprentices. (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 Apprenticeship 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 apprenticeship 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 Apprenticeship 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 apprenticeship agreement.
  - c. The following must be submitted by all programs through the Apprenticeship Representative assigned to assist the committee:
    - i. Apprenticeship Registration Agreement – within the first 90 days of employment as an apprentice. (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.
      - o 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)
      - o 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 apprenticeship 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. Apprentice Management:

- a. Applicants accepted by the committee, who have documented legal experience creditable to the apprenticeship in the skilled occupation or in some other related capacity, may be granted advanced standing as apprentices. (See OAR 839-011-0088 (3a) Apprentices 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 apprentice (and, if under 18 years of age, the parent or guardian) will sign an Apprenticeship 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 an apprentice. (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 apprentices in the various processes of the skilled occupation to ensure the apprentice 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 apprentice's progress and take action to advance based on the apprentice's progress or hold the apprentice 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 apprentice's progress on the job and during related/supplemental instruction.
    - i. If the apprentice's progress is not satisfactory, the committee has the obligation to withhold the apprentice's periodic wage advancements, suspend or cancel the Apprenticeship 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 apprentices in the program. (See ORS 660.126, ORS 660.020)
    - i. The committee may arrange to transfer an apprentice 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 apprentices 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 an apprentice occurs, the Apprenticeship Agreement will remain in effect unless canceled by the committee.
  - h. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the committee approves, participate in related/supplemental instruction classes, subject to the apprentice obtaining and providing written medical approval for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training. (See ORS 660.126 (i))
  - i. The committee will hear and adjust all complaints of violations of apprenticeship agreements. (See ORS 660.137)
  - j. Upon successful completion of apprenticeship, 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 Apprenticeship. (See ORS 660.137, ORS 660.205)
7. Training Agent Management:
- a. Offer training opportunities on an equal basis to all employers and apprentices. (See OAR 839-011-0084)
  - b. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. (See OAR 839-011-0200, Council Policy # 13)

- c. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. (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 apprenticeship 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 apprenticeship 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 apprentice.
  - b. OJT requirements (hours, work processes, rotation/partial rotation, monthly progress reports, timelines, applicable penalties)  
The apprentice shall work for the approved training agent as assigned by the committee and shall record work hours.
  - c. Related training requirements (attendance, grades)  
The apprentice must attend and satisfactorily complete classroom instruction and self study education (a.k.a. related training) 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 apprentice progress

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

f. Advancement requirements (re-rates, completions)

The committee will advance the apprentice to the next level in the wage progression when the apprentice demonstrates 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 the employer as an approved training agent when (and so long as) the employer demonstrates that it meets all qualifications established by the committee.

i. Traveling training agent policy

N/A – Single Employer Program

j. Initial employment policy

An applicant who has been placed in the ranked pool shall be afforded a reasonable opportunity for employment and shall only be removed from the pool in accordance with the committee's published procedures.

k. Placement procedures for out-of-work apprentices

Unemployed apprentices in good standing with an individual training agent will be given the opportunity to be reemployed by that training agent as soon as possible and prior to the training agent indenturing new apprentices.

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

N/A – This trade does not require a license.

9. Optional Policies

a. Committee members that miss three consecutive meetings may be removed from the committee.

b. The committee expects all individuals affiliated with its program to assist in providing a work and training site free from harassment of any kind and will take appropriate action to insure that all individuals are provided a work and training environment free from harassment.

- c. Apprentices will not be permitted to work on conductors, apparatus, and/or equipment energized at voltages in excess of 750 volts until the following conditions have been met:
- Minimum of 18 months in the occupation
  - Completion of at least 3,000 OJT hours
  - Satisfactory completion of a 'Hot Stick' class
  - Written recommendation from crew foreman
  - Committee approval
- Apprentices must be approved for voltages in excess of 750 volts prior to advancing to 6th period.

#### 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:

JATC

(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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