

- g. Notify this committee's administrator within 24-hours of being unemployed and provide a reason for being unemployed.
- i. Out-of-Work Apprentices: Apprentices (in good standing) will be given the opportunity for employment in descending order, based on the first apprentice on the out-of-work list.
 - 1. Training Agents requesting employment of apprentices will employ out-of-work apprentices (in good standing) before employing an apprentice from the ranked list of eligibles.
 - 2. Apprentices shall actively seek employment when on the out-of-work list. An apprentice who fails to maintain employment may be cited to appear before the committee to discuss the sufficiency of their job-seeking effort.
 - 3. Prior to an out-of-work apprentice and/or apprentice applicant being employed, the committee's administrator will verify that the employing training agent has the correct ratio of journeymen to apprentices.
 - 4. An apprentice will be removed from the out-of-work list and may be cancelled from the program for willful failure to maintain employment.
 - 5. An apprentice may be removed from the out-of-work list, suspended or removed from related training classes for failure to maintain employment in the industry.
 - 6. An apprentice who fails to notify the administrator within two business days of being out-of-work may be cancelled from the program.
 - 7. An apprentice who transfers training agents without notifying the administrator within 24-hours of said transfer may be cancelled from the program.
- ii. Apprentices will be removed from the out-of-work list and will no longer be considered "in good standing" if:
 - 1. They fail to maintain their current mailing address and message numbers with the committee's administrator.
 - 2. They fail to communicate or to respond to the committee or the Administrator.
 - 3. They refuse two (2) apprenticeship job opportunities.
 - 4. They have been denied employment by two (2) training agents for documented, legitimate occupational requirements.

5. They failed to achieve a grade of 'C' or better in Related Training.
 6. They do not enroll for school by the deadline.
 7. They do not attend scheduled related training courses.
 8. They miss more than three (3) classes per term.
 9. They received more than one notice to appear in a six (6) month period.
 10. They have been unemployed for more than six (6) months straight.
 11. They take any action that can be cause for cancellation as described in Area II Plumbers JATC Policies & Procedures.
 12. They are on Disciplinary Probation for any reason.
- h. Apprentices will not be permitted to own, manage, or supervise the plumbing business where the apprentice receives on-the-job training hours. Failure to abide by this policy will result in a "Proposed Cancellation Notice" to both apprentice and the concerned training agent.
 - i. Because this is a licensed trade, apprentices will not be allowed to "moonlight or work on the side" in this trade or a related industry. Any apprentice who violates the state plumbing or contractor licensing law will be issued a "Proposed Cancellation Notice" to discuss the apprentice's continuation in the program.

11.2. Partial Rotation of Apprentices

- a. All apprentices must obtain work experience of 100% of the required-hours for each work process as stated in this committee's approved apprenticeship standards and outlined in OAR 918.695.0030 (Oregon Administrative Rules). An apprentice cannot be completed from the program until they have obtained a minimum of 7,700 hours with 100% of each work process fulfilled.

11.3. Monthly Work Progress Report (M.W.P.R.)

- a. As a registered apprentice, you must complete an M.W.P.R. once each month, whether or not you are working, to maintain continuity of your training experience.
- b. Complete ALL information requested on the M.W.P.R. Total all hours to date and check calculations for accuracy before submitting.
- c. Include a copy of your payroll record for the month (hours worked/pay received, apprentice/employer's name included on the payroll record).