

**AREA II PLUMBERS JOINT
APPRENTICESHIP & TRAINING COMMITTEE
POLICIES & PROCEDURES MANUAL**

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DEFINITIONS

As used in these chapters, unless the context requires otherwise:

1. “Apprentice plumber” means any person who is a plumber apprentice under ORS chapter 660 and who is employed by an approved training agent.
2. “Appropriate journeyman plumber” means one or more Oregon certified journeyman plumbers working for the same employing plumbing contractor as the apprentice.
3. “Apprenticeship agreement” means a written agreement between the plumber apprentice and this committee.
4. “Training Agent” means an Oregon registered plumbing contractor whose principal place of business is located within the geographical area of this committee.
5. “Traveling Training Agent” means a state registered plumbing contractor whose principal place of business is not within this committee’s geographical area of jurisdiction; is currently registered as a plumbing training agent in good standing in its home jurisdiction; is approved by this committee to train apprentices.
6. “Direct supervision” means an apprentice working in the physical presence of an appropriate journeyman plumber.
7. “Phased Supervision” means an apprentice plumber who works subject to the supervision of an appropriate journeyman plumber who is immediately available to the apprentice by two- way voice communication devices but not necessarily physically present and the apprentice has been authorized by this committee for phased supervision.
8. “Director” means the State Director of Apprenticeship and Training.
9. “Administrator” means the person contracted by the Area II Plumbers Joint Apprenticeship and Training Committee to administer the clerical, ministerial or other functions as the committee may direct.
10. “Not in Good Standing” means that an apprentice registered with this committee has failed to comply with their responsibilities and duties as outlined in Section 11. Apprentice Duties and Responsibilities.
11. “Notice to Appear” is a requirement from the committee for the apprentice or training agent/traveling training agent to appear at its next meeting. If you are unable to appear, through no fault of your own, a letter of explanation is required. It must be mailed or faxed to the committee’s administrator at least 24-hours prior to the scheduled “Notice to Appear” date and time.
12. “Proposed Cancellation Notice” is a requirement for the apprentice or training agent/traveling training agent to appear in person and show cause why the agreement should not be canceled.
13. “Cancellation Notice” means cancellation of an apprentice’s or training agent/traveling training agent’s agreement for failure to comply with committee standards and/or policies & procedures. A “Cancellation Notice” issued by the committee, not be request of either the apprentice or the training agent/traveling training agent, may be appealed by filing a written complaint with the Director of Apprenticeship and Training Division, Oregon Bureau of Labor and Industries within 60 days from the receipt of the “Cancellation Notice.”

1. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of this committee that any committee member, training agent, or representatives who act on behalf of the committee, its training agents, or representatives shall:

Provide equal opportunity in the recruitment, selection, employment and training of apprentices without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age (where the individual is 18 years or older), expunged juvenile record, family relationship, opposition to safety and health hazards, mental or physical disability or association with anyone of a particular race, color, sex, sexual orientation, national origin, marital status, age or religion and;

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

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

- a. Submission to such conduct is made either explicitly or implicitly on a term or condition of an individual's employment/training.
- b. Submission or rejection of such conduct by an individual is used as a basis for an employment/training decision affecting the individual, or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or training environment.

Uniformly apply rules and regulations concerning, but not limited to, equality of wages, periodic advancement, promotion, job performance, rotation among all work processes of the trade, assignment of work, imposition of penalties or other disciplinary matters and all other aspects of the administration of this apprenticeship program to all apprentices during their apprenticeship according to the United States Code, Code of Federal Regulations and Oregon State Law.

Area II Plumbers JATC shall not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 18 years old or older. Area II Plumbers JATC shall take affirmative action to provide equal opportunity in apprenticeship and shall operate the apprenticeship program as required under these rules and Title 29 CFR, part 30.

2. POLITICAL ACTIVITY

2.1 It is a violation of ORS 260.432, the Little Hatch Act, or ORS 260.655, undue influence, for any committee member or delegates that act on behalf of a committee, to direct apprentices of any committee to perform political activities of any sort or to make progress in or retention in an apprenticeship program, dependent on the performance of such activities. Political activities can include, but are not limited to, posting flyers, placing yard signs, working on phone banks, mailings, collecting funds, etc.

2.2 Any complaint by an apprentice regarding involuntary political activity, retaliation against an apprentice for refusal to participate in political activity or for reporting to ATD an attempt to require political activity, will be immediately investigated by ATD. ATD shall report to the

Oregon State Apprenticeship and Training Council the findings of their investigation for appropriate action by the Council.

- 2.3 Violations of the policy could result in corrective action by the Council up to and including dissolution of the committee and election violation charges being filed against the individuals involved.

3. COMMITTEE COMPOSITION

- 3.1 The committee shall consist of no more than eight (8) principal members and shall consist of an equal number of representatives of employers and employees. Selection of members will follow ORS 660.135 and OAR 839-011-0074.
- a. To qualify, all committee members must be employed with a registered training agent actively participating in the program.
 - b. Those wishing to join the committee must fill out a Committee Position Request.
 - c. All committee members must have a Committee Member Declaration on file with the Area II Plumbers JATC office. Employee representatives will have to fill out a new one anytime they change employer or job position.
 - d. All committee members must sign a Statement of Understanding once they have become a committee member. Statements of Understanding will remain on file at the Area II Plumbers JATC office.
- 3.2 Alternate committee members: There may be one (1), but no more than one (1) alternate committee member for each principal committee member.
- a. The order on the agenda is the order in which alternates will be selected to fill in for any missing primary member.
- 3.3 Only Committee members can be voted on to fill the committee chair and/or secretary position. To be eligible for either position, that committee member needs to have served on the committee for at least a year. One of the offices must be held by an employer member and one office must be held by an employee member OAR 839-0074 (8).
- 3.4 The Chair shall preside over the meetings and oversee the operation of the committee.
- 3.5 The Secretary has the responsibility to ensure that accurate records of all committee meetings are maintained and that copies are submitted to the Apprenticeship and Training Division (ATD aka Division).
- 3.6 The Chair or Secretary are expected to serve for no less than one (1) year and no more than two (2) successive years without a majority secret ballot election.
- 3.7 When a vacancy occurs, the respective employer or employee members shall elect from their representation a replacement to serve the unfilled term of an office.
- 3.8 Removal of committee members: Committee members will be removed for inactivity (i.e., a member who fails to attend three (3) consecutive committee meetings) failure to abide by ORS, OAR 839-011 or the Policies and Procedures of this committee and/or the Oregon State Apprenticeship and Training Council (OSATC aka Council). The Council may remove

committee members for failing to abide by their statutory duties or based upon the recommendation of the committee.

- a. When the Chair and Secretary positions are both vacant, all committee members can vote to fill one of the positions. Once that position is filled, by either an employer or employee committee member, the other position must be filled by the opposite member side (i.e., if the chair is an employer, then the secretary position must be filled by an employee member).
- b. For voting on an open position, only members of that side may nominate and appoint a candidate (i.e., employers can only nominate and appoint for employers and employees can only nominate and appoint for employees). OAR 839-011-0074 (8. a-b).

3.9 A training agent may occupy no more than two positions on the committee and those positions cannot be on the same side (i.e. both employer or both employee).

4. QUORUM

4.1 A quorum for the transaction of committee business shall consist of at least two (2) employer and two (2) employee representatives.

5. MEETING SCHEDULE

5.1 The committee will meet at least quarterly in January, April, July and September. The actual date of the next regular meeting will be designated at each committee meeting. February and August are the designated evaluation meeting months to consider apprentice advancement (re-rates) in the apprenticeship program.

5.2 The Chair may call special committee meetings.

5.3 Special meetings may be called at the request of a majority of the principal committee members.

5.4 Any business that a training agent/traveling training agent or applicant for either position, apprentice or apprentice applicant wishes to bring before the committee must be submitted to the administrator's office no less than ten (10) days before the meeting. No matter will be considered or acted upon unless it complies with this policy.

6. COMMITTEE RESPONSIBILITIES

6.1 This committee is responsible for operating under ORS 660 Apprentices and Trainees Statutes, OAR 839 Division 11 Administrative Rules, OSATC policies and directives, and Roberts Rules of Order.

6.2 Committee responsibilities under the statutes, rules, policies, and directives as named in 5.1 include:

- a. Propose to the council standards for the Area II Plumbers JATC program, which are in substantial conformity with ORS 660.126 and with the uniform standards, if any, adopted by the State Plumbers Joint Apprenticeship Committee, and recommend to the council modifications of the standards;

- b. Administer its program in conformity with its approved standards with the provisions of ORS 660.137, and with the rules and policies of the council. Particularly, the committee shall:
 - 1. Maintain records of all apprentices in its program for five (5) years with respect to work experience, instruction on-the-job, attendance at related instruction and progress, and other such records as may be appropriate or required, and shall submit such reports as the council or appropriate governmental agencies may require;
 - 2. Submit to the State Plumbers Joint Apprenticeship Committee appropriate requests for changes in courses of study for the instruction of apprentices; and
 - 3. Be responsible for the recruitment, qualification, selection, approval, and registration of apprentices entering the program, including the evaluation of previous creditable work experience, education, and training for which advanced credit must be given; provided, however, that advanced credit may be given for such creditable experience, education, and training.
 - 4. Be responsible for apprentices receiving necessary on-the-job and related instruction, and for all apprentice agreements being promptly registered with the council.
- c. Review and evaluate, at least semiannually, the progress of each apprentice, as to job performance and related instruction, and consistent with the skill acquired, accordingly advance the apprentice to the next level of apprenticeship or hold the apprentice at the same level for a reasonable period, and with reasonable opportunity for corrective action, or terminate the apprentice from the program for serious or continued inadequate progress and notify the Apprenticeship Training Division of the Bureau of Labor and Industries (ATD) of the action taken. The council and the appropriate employer shall also be notified of each re-rating and of the apprentice's new level on the wage schedule. Recognition for successful completion of the apprenticeship shall be evidenced by an appropriate certificate issued by the council.
- d. Determine the qualifications, minimum facilities and training conditions required of an employer to serve as an approved training agent, and approve training agents accordingly; make periodic checks of approved training agents to assure there is qualified training personnel and there is adequate supervision on-the-job, adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on-the-job and in related instruction; and withdraw approval of training agents when the qualifications are no longer met or when it appears to the committee the employer is in violation of the terms of an apprenticeship agreement, committee standards, provisions of ORS 660.126 or the policies of the council or this committee.
- e. Determine and re-determine at least annually the average journeyman hourly rate of wage for the purposes of ORS 660.143 and submit such rate to the director of ATD, along with a statement explaining how such determination was made. Employers who fail or refuse to provide this committee with the information requested on the annual average journeyman hourly wage survey shall be terminated as approved training agents. The committee shall retain all records from which a wage determination was made for inspection by the council as required by law.

7. SELECTION PROCEDURE

7.1 The committee establishes a ranked list, for each Geographical Area, from those qualified individuals who applied when the program is accepting applications.

7.2 Placement List

- a. An accepted ranked list will be established for each Geographical Area consisting of the top applicants in the Ranked Pool of Eligibles (see Area II Policies and Procedures section 9.2 for clarification of the “top”).
- b. The number of applicants to be placed on the accepted ranked placement list will be determined when the program opens for applications for one or all Geographical Areas.
- c. Applicants placed on the ranked list will remain on the list until registered, removed by Area II Policies & Procedures 9.2(g), or for the remainder of their 2-year eligibility.
- d. Former apprentices who apply during a program opening will be accepted if they meet the current minimum qualifications. They will be placed on the out-of-work list per the selection procedure. Former apprentices who have been cancelled from the program for cause may not reapply for a period of one year from the date of their cancellation. They must meet the current minimum qualifications for the program at the time they reapply.

7.3 Placement Process

- a. Training agents may choose, from the accepted ranked list, one (1) applicant by name from one (1) of the Geographical Areas. Their next new apprentice must be selected from the top 30% of the accepted ranked list unless the list is less than 10 applicants. If less than 10 applicants are on the list, then all 10 are available for selection.
- b. The training agent may then alternate between the established top and bottom from 7.3(a) of the accepted ranked list on each Geographical Area that they pull from.
- c. Training agents will have the first opportunity to register current employees on the accepted Placement List.

7.4 Exceptions

- a. Currently registered apprentices who have earned at least 1,000 on-the-job training hours and 48 hours of related training in a registered SAC or BAT Plumbing program, may be permitted to enter this program, as far as practical, and continue their training by being placed on the out-of-work list, providing the applicants met the current minimum qualifications and are in good standing with their current program.
- b. Experienced apprentices who gained their experience in this apprenticeship program and left in good standing may reapply to this program at any time if they:
 1. Gained their experience within 24 months prior to making application;
 2. Completed at least 1,000 on-the-job training hours within the previous 24 months; and
 3. Meet current minimum qualifications of this program. Individuals qualifying under this exception will be placed on the out-of-work list.

- c. Pre-Apprenticeship Program Graduates. The committee will approve the direct referral into apprenticeship openings of graduates successfully completing jointly OSATC and committee approved pre-apprenticeship programs if they met the minimum qualifications. This priority is granted by the committee without regard to established eligibility lists or the necessity of requiring these pre-apprenticeship graduates to further qualify by complying with application openings. Such priority will be granted without regard to race, color, religion, national origin or sex. Qualified individuals will be placed on the out-of-work list.
- d. Training Agent. If an employer has not participated in the training of a plumber apprentice under ORS Chapter 660 during the preceding two (2) years, the employer may select apprentices from those employees who have been on the employer's payroll for at least three (3) months and documented 300 paid work hours prior to the employer's application for an apprentice, provided the employees meet the minimum qualifications.

8. REGISTRATION

8.1 The date of registration and the effective date of registration for a new apprentice registration agreement is the date ATD receives the fully executed agreement and the committee minutes recording the indenture of the apprentice.

8.2 Apprentices will be registered to this committee and not to any one training agent. This permits transferring the apprentice to any of the approved training agents/traveling training agents to provide at least 7,700 of the on-the-job training hours in the required work processes.

8.3 Credit for Prior Experience

- a. Apprentices who provide a certificate of completion from the Mid-Valley Steamfitters/Pipefitters Joint Apprenticeship Committee, upon apprentice's request, will be granted 4,000 on-the-job training hours and be placed in the third year of related training.
- b. All other apprentices:

Requests for advanced progression will only be considered once the applicant has been registered as an apprentice and the apprentice has provided ALL requested documentation below in a well-organized folder. Folders that do not provide all the requested documentation will not be brought before the committee for consideration.

OJT hours will only be granted based on documented proof (as explained below) and only in an amount consistent with the apprentice's current level of Related Training using the following formula: Total required 7,700 OJT ÷ 4 years of related training = 1,925 OJT hours per year of Related Training. OJT hours will only be granted one time.

To qualify for advanced progression for creditable work experience (up to 6000 on-the-job training hours) and education (up to the beginning of the 4th year) following registration, an apprentice must provide the following documents and the request must be made following the outlined procedures:

1. Provide documentation of previous registration in State/Federal plumber/pipefitter apprenticeship program.

- a. Transcripts
 - b. Course Curriculum
 - c. Monthly Work Progress Reports
2. Submit a written request to the committee's administrator and the following documents:
- a. Scope and types of work performed on letterhead from the company employed by.
 - b. W-2s or Check stubs from the company employed by.
 - c. Any Master or Journeyman Licenses, or equivalent licenses.

Granted progression in the program will be effective the first month after the request is approved by the committee.

9. INITIAL EMPLOYMENT PROCEDURE AND DISPATCHING

9.1 Issuance of Initial Plumber Apprenticeship License:

- a. Upon registration and prior to employment of an apprentice applicant; the committee will submit the original fully executed apprenticeship agreement to the ATD office where the initial license will be issued for those applicants who are taken from the ranked pool of eligibles; and
- b. The committee minutes reflecting formal registration will be submitted to ATD within ten (10) days of the committee meeting.

9.2 Process and Procedure for Placement of Applicants

- a. Training agents may choose, from the accepted ranked list, one (1) applicant by name from one (1) of the Geographical Areas. Their next new apprentice must be selected from the top 30% of the accepted ranked list unless the list is less than 10 applicants. If less than 10 applicants are on the list, then all 10 are available for selection.
- b. The training agent may then alternate between the established top and bottom from 7.3(a) of the accepted ranked list on each Geographical Area that they pull from.
- c. Training agents will have first opportunity to register current employees on the accepted Placement List.
- d. Applicants will be placed by the committee's administrator
- e. The applicant has twenty-four (24) hours to respond to an apprenticeship job opportunity.
- f. Applicants will be allowed up to two (2) weeks (to give his/her current employer notice of termination) before being placed.
- g. Applicants will be removed from the lists:
 - 1. If they fail to maintain their current mailing address and message numbers with the committee's administrator.
 - 2. If they refuse two (2) apprenticeship job opportunities.

3. If they have been denied employment by two (2) training agents for documented, bona fide occupational requirements.
 4. When the ranked pool of eligibles list is six (6) months old, each applicant remaining will be contacted to determine if he/she wishes to remain on the ranked list or to be removed. Those who affirm withdrawal will be officially removed from the ranked pool of eligibles list by committee action.
 5. After a period of two (2) years (the initial date for the valid ranked list of eligibles begins the date of approval) those remaining on the list will be notified that they no longer are eligible for placement. If they choose, they may reapply at the next opening.
- h. Applicants that have been removed may be restored to the rank pool of eligibles list if they:
1. Voluntarily withdraw by written request; the committee may restore to the list of eligibles an applicant who has withdrawn from the list at his/her request providing the applicant's application is less than two (2) years old, the applicant may make a written request and shall appear at a meeting of the committee to seek reinstatement.
 2. Involuntary withdrawal (9.2.e. 1-3): Applicants who have been removed from the ranked list may only reapply when the program is open to accept applications.

9.3 Out-of-Work Apprentices

Out of work apprentices in good standing will be given opportunity for employment in descending order based on the first apprentice on the out of work list, that notify the program administrator of being out of work in accordance with section. 11.1g.

- a. Out of work apprentices will be given an opportunity to work in other Geographical Areas. If they do not wish to go outside of their chosen Geographical Area, it will not count as a referral, but they will be moved aside for that Geographical Area.
- b. Out of work apprentices will be given an opportunity to take "short call" jobs (jobs that are no longer than 90 days).
- c. Training agents requesting employment of apprentices will be afforded the opportunity to employ out of work apprentices before employing an applicant.
- d. Apprentices on the out-of-work list will not delay or prevent the placement of applicants in a Geographical Area where the apprentice has indicated they are unwilling to work.

10. PROBATIONARY PERIOD

10.1 The probationary period shall be the first 1,000 OJT hours of employment, or one year after the current registration to this standard, whichever is shorter. (See ORS 660.126 (g)) During such period, either the apprentice or this committee may terminate the apprenticeship agreement upon written notice to ATD if the following criteria are not met:

- a. Progress in related training;
- b. Maintain employment with an Area II training agent;

- c. Positive employer monthly reports regarding OJT;
- d. Follow all policy requirements.

11. APPRENTICE DUTIES AND RESPONSIBILITIES

11.1 Duties. An apprentice registered with this committee is required to do the following:

- a. Work at all times subject to the supervision of an appropriate journeyman plumber.
- b. Sign the “Acknowledgment of Receipt”, which will be placed in your file to document that you have receipt of:
 - 1. Copy of your apprenticeship agreement.
 - 2. Apprenticeship Standards for the program;
 - 3. Committee Policies and Procedures;
 - 4. Apprentice responsibilities
 - 5. Complain Resolution Procedure
- c. Develop and practice safe work habits;
- d. Attend all scheduled related training classes. Related training classes begin the first September following registration of the apprentice’s agreement;
- e. Keep the committee informed of your current address and message phone;
- f. Work only for an employer approved by this committee. Working as a plumber apprentice for a plumbing contractor who is not approved by this committee and performing any work within the scope of the licensing law, while employed by a non-approved training agent, is a violation of the apprentice license. An apprentice who violates this rule will be issued a “Proposed Cancellation Notice,” and could result in disciplinary action that may terminate your apprenticeship agreement.
- g. Notify this committee’s administrator within 24 hours of being unemployed and provide a reason for being unemployed.
- h. Actively seek employment by contacting committee approved training agents, when on the out-of-work list. An apprentice who fails to maintain employment may be cited to appear before the committee to show cause for why their apprenticeship agreement should not be canceled:
 - 1. An apprentice who transfers training agents without notifying the administrator within 24-hours of said transfer will not be allowed OJT credit between the date of the change and the date proper notification is received and the administrator has verified the employers apprentice/journey worker ratio.
- i. Apprentices will be removed from the out-of-work list and will no longer be considered “in good standing” if any of the following occur:

1. The apprentice fails to secure employment after two referrals from the JATC or is denied employment by two (2) training agents for documented, legitimate occupational reasons.
 2. The apprentice fails to communicate or to respond to the committee or the administrator.
 3. The apprentice does not achieve a “C” or better in related training, does not register by the deadline or incurs unexcused absences beyond policy requirement.
 4. The apprentice receives more than one notice to appear in a six (6) month period or has been unemployed for a continuous six (6) month period.
 5. The apprentice takes any action that can be cause for cancellation as described in Area II Plumbers JATC Policies & Procedures.
 6. They have been unemployed for more than six (6) months straight.
 7. The apprentice is placed on disciplinary probation by the committee.
- j. 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.
 - k. 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. Registered apprentices must complete an M.W.P.R. every month, whether they are working or not, to maintain continuity of their training experience. Until the apprentice has been journeyed out, an M.W.P.R. is due every month for the prior month’s work hours.
- b. M.W.P.R.'s must be turned in complete, on time, correct, and legible. Failure to do any or all of those can cause a punitive action to be taken.
- c. Include a copy of your payroll record for the month (hours worked/pay received, apprentice/employer’s company name included on the payroll record). Monthly Work

Progress Reports (MWPRs) must accurately correspond with and be supported by the payroll records submitted.

- d. M.W.P.R.'s will not be considered complete without original signatures from the apprentice and the employer or supervising journeyman. (Typed in names or computer-generated signatures are not acceptable).
- e. M.W.P.R.'s may be submitted via email, fax, or in-person at the Area II office from the **1st through the 15th of the following month. M.W.P.R.'s received after the 15th will be considered late.**
- f. Apprentices should maintain a copy of their completed forms for their records.
- g. Punitive Action for Late Monthly Work Progress Reports:
 - 1. First Violation - apprentice and training agent receive notice via email. If the apprentice is in their initial probationary period, they will be cited to the next committee meeting for possible cancelation. Non-Probationary apprentices may lose a re-rate upon committee's review of apprentice's file during annual re-rates.
 - 2. Second Violation- apprentice and training agent receive notice via email. Apprentice is then sent a citation to appear at the next committee meeting. Citations must be sent certified mail, return receipt, addressed to the apprentice, and postmarked at least 22 calendar days in advance of the appearance date. (OAR 839-011-0175). The training agent is copied on the citation and may choose to appear with apprentice. The committee can choose at the meeting to do any one or a combination of the following:
 - a. Place on disciplinary probation (cannot be re-rated on disciplinary probation)
 - b. Take away Phased Supervision
 - c. Removed from out-of-work list and placed on the Not In Good Standing with a corrective action plan.
 - d. Apprentice can be canceled or completed without the benefit of a license if they are on probation for any occurrence.
 - 3. Third Violation - apprentice and training agent receive notice via email. Apprentice is then sent a citation to appear at the next committee meeting. Citations must be sent certified mail, return receipt, addressed to the apprentice, and postmarked at least 22 calendar days in advance of the appearance date. (OAR 839-011-0175). The training agent is copied on the citation and may choose to appear with apprentice. The committee can do one of the following:
 - a. Cancel apprentice.
 - b. Place apprentice on corrective action plan. If not completed by the specified date, then they will be cancelled. Disciplinary probation may be extended with this. apprentices will also not qualify for re-rate and phased supervision will be taken away.
 - c. apprentices can be canceled or completed without the benefit of a license if they are on probation for any occurrence.

11.4 Related Training

- a. Related training is classroom instruction that is scheduled for a minimum of 144 hours per year. If the apprentice falls below this requirement the lost hours must be made up with the approval from the committee.

1. Classes may be missed only for good cause (i.e., illness or injury, or immediate family illness or injury accompanied by a letter from the attending doctor; immediate family death; obituary notice may be required). Documentation must be provided and makeup completed prior to the end of the term unless otherwise approved by the committee.
 2. Apprentices are allowed a maximum of five unexcused absences per school year, with no more than three occurring in a single term. It is the apprentice's responsibility to make up any missed work or seat time. Failure to do so can lead to failing the term and/or citation to a committee meeting.
 3. Each apprentice will have a midterm form completed by their instructor. Any apprentices that are reported to have:
 - i. Below a grade of "C" and/or
 - ii. attendance issues (missing at or above the maximum allowed for that particular term) will result in a warning letter to the apprentice and their training agent, if applicable, or result in being cited to appear before the committee at the next committee meeting.
- b. Online schooling can be offered to apprentices if:
1. Their training agent is located more than 50 miles away or;
 2. Requested by the training agent and the apprentice will be working at a location more than 50 miles from the school. In these cases, online access may be approved for the period during which the apprentice resides outside the area or for one academic term, whichever is shorter.
 3. The apprentice submits a request that meets one of the following criteria:
 - i. Due to documented medical reasons or serious family matters; or
 - ii. The apprentice has maintained a minimum cumulative 4.0 GPA through their third year and demonstrated strong attendance over the past six months. The 4.0 GPA must be maintained throughout the term. Failure to do so will result in revocation of online access privileges
- c. Tuition is set by the community college or the firm providing the instructional courses.
- d. Related Training Registration dates are defined by the institution providing the related training. Apprentices, probationary or non-probationary, that fail to register by the registration deadline will be cited, with their training agent, to the next committee meeting. The apprentice may be canceled or given a corrective action by the committee at that meeting.
- e. For apprentices who have completed the related training requirements, but not the on-the-job training requirements, a code review course shall be required the Spring following the completion of their related training and every year after that they are registered in the program.
- f. An apprentice must obtain a minimum grade of "C" for each term of related training. Failure to do so shall result in:

1. Cancellation of the apprenticeship agreement during the probationary period.
2. Apprentices, who have progressed beyond the probationary period and do not obtain a minimum grade of a “C” in either fall/winter/spring term will be required to repeat the failed year. This is necessitated by the fact that all related training terms are presented consecutively for the year – fall, winter, and spring with no opportunity to repeat a failed term until the related training year is repeated.
3. No advancement in the program shall be granted until successful completion of the failed related training. No related training will be repeated more than once with the possible exception of the fourth (4th) year related training.

11.5 Re-Rates

- a. Apprentices are evaluated two times a year by the committee. The training agent and Instructor’s evaluations will be considered in the committee’s evaluation. Apprentices who receive successful evaluations may be advanced to the next period of the program—see 11.6.(d) for all requirements.
- b. The committee may re-rate an apprentice more than one (1) period if the apprentice qualifies – see 11.6(d) for all requirements.
- c. The effective date for advancement and commensurable wage is the first month following the committee’s decision to re-rate.
- d. The following criteria must be met in each six (6) month period under review to be eligible for a re-rate and commensurable wage:
 1. The apprentice must fall within the related training hours and have the on-the-job training hours specified below before they can be re-rated to that period:

Period	Minimum OJT Hours Required	Minimum RT Hours Required
1	Start	Start
2	801	45
3	1,601	147
4	2,401	192
5	3,201	294
6	4,001	339
7	4,801	441
8	5,601	486

2. A minimum grade requirement of “C”;
3. In good standing with Area II;
4. Have positive monthly apprentice evaluation box completed;
5. Absences and grades must be in accordance with section 11.5;

6. All M.W.P.R.'s for the preceding six (6) month period in question must have been submitted according to 11.3. Payroll documents may be requested by the committee; and
7. Must not be on disciplinary probation;
- e. Accelerated advancement (advancement of one (1) or more periods) may be requested by an apprentice and will be evaluated by the committee based on 11.6(d) requirements.
 1. Apprentices who qualify for an accelerated advancement, before the semi-annual re-rates, will need to be present, unless excused, for the committee's consideration.
- f. 4th year apprentices, who have met all of 15.2 requirements, except for being in period 8, may request to be re-rated to period 8 at the time the committee evaluates their referral to exam request.

12. SUSPENSION

12.1 Suspension of an apprentice means that you are considered to have temporarily withdrawn from the program and will be suspended without possessing a valid plumber apprentice license during the period of suspension. You may not work in the trade during the period of suspension. You may request a suspension only if:

- a. You are not able to work in the trade.
- b. Legally Protected leave

12.2 An apprentice who seeks a suspension from active participation in the program must:

- a. Submit such a request in writing, accompanied by your current plumber apprentice License, to the Administrator, and
- b. If possible, attend the committee meeting where your request will be considered.

12.3 The program administrator will notify you of the date, time and place of the next committee meeting.

12.4 The committee will grant a suspension for:

- a. Six (6) month period.
- b. Extensions may be requested that comply with applicable laws regarding leaves of absence.
- c. 1 extension up to six (6) months.

12.5 If the suspension is not approved, the requesting apprentice will need to work at the trade or file a request to be cancelled with the Administrator.

12.6 Suspension will not be granted for apprentices that are pending disciplinary action, or on probationary discipline, have been cited to appear or proposed for cancelation, or have been determined and noticed that they are "not in good standing".

12.7 Probationary apprentices may be granted a voluntary suspension, but the time spent away will not count towards their probationary time of one (1) year or 1,000 OJT hours. Their probationary period will continue upon their return.

12.8 A suspended apprentice can request to be reinstated up to or at the end of their suspension by submitting a request to the Area II office for the committee to review.

a. The apprentice will be canceled if there has been no communication of reinstatement with Area II when their suspension time is up.

13. DISCIPLINARY PROBATION

13.1 Disciplinary probation is a designated period during which an apprentice is provided an opportunity to correct identified deficiencies. Apprentices found in violation of program policies will be placed on disciplinary probation and in addition, may be issued a corrective action plan at the discretion of the committee.

13.2 An apprentice who is on disciplinary probation and incurs an additional violation may be subject to cancellation from the program.

13.3 While on disciplinary probation, an apprentice is not eligible for rerate, and any phased supervision status will be revoked.

14. NOTICE TO APPEAR/PROPOSED CANCELLATION/FINAL CANCELLATION

14.1 A Notice to Appear by the JATC means that the apprentice/training agent requested must appear unless the problem has been resolved prior to the meeting date and you are excused by notice from Area II.

14.2 Failing to appear or correct the problem prior to the next in-person meeting date will result in the apprentice/training agent being cancelled or being issued a Proposed Cancellation.

14.3 A final cancellation will be issued at the next meeting if the apprentice/training agent fails to appear as requested for a Proposed Cancellation.

14.4 If an apprentice is cancelled from the program for cause, they may not apply to re-enter the program for a period of one (1) year from the effective date of the cancellation. They must wait for a program opening after the one (1) year to reapply and meet the minimum qualifications required at that time.

14.5 See 17.4(g) for how training agents can re-enter the program after cancellation.

14.6 MISCELLANEOUS CAUSES FOR POSSIBLE CANCELLATION:

The committee will consider cancellation of an apprenticeship agreement for any of the following reasons:

- a) Absenteeism or tardiness from school (5 per year) or work (employer defined).
- b) Scholastic failure. Failure of two (2) related training terms is cause for immediate cancelation.

- c) Repeated unsatisfactory job performance, and/or termination for cause by an employer.
- d) Irresponsible acts such as dishonesty, cheating, falsification of records or any action that effects the apprentice, employer or apprenticeship program.
- e) More than two (2) documented releases from training agent within a six (6) month period. This does not include “short call” jobs.
- f) More than three (3) documented releases from training agents within a six (6) month period for “short call” jobs.
- g) Failing to comply with state codes and/or regulation resulting in the apprentice being investigated by a state governing agency.
- h) Violation of the Area II Standards, Policies, and Procedures and/or refusal to sign required paperwork.

15. PHASED SUPERVISION

As an apprentice advances in the program, the supervision of the apprentice may be varied depending on the apprentice’s abilities and needs for on-the-job training experience. This will be determined by the committee in concert with the training agent and related training instructor.

15.1 Requirements for Phased Supervision

- a. The apprentice’s training agent seeking phased supervision approval must make application on a form provided by the Administrator.
- b. The apprentice must be successfully completing current courses at the time of application and have maintained a minimum 3.0 GPA the previous term.
- c. The apprentice must receive the recommendation of:
 - 1. The apprentice’s supervising journeyman plumber; and/or
 - 2. The apprentice’s training agent
- d. The apprentice will be required to demonstrate to the committee’s satisfaction sufficient on-the-job experience in the specific work categories requested.

15.2. Requirements

- a. The apprentice is required to:
 - 1. Maintain a logbook showing the daily meetings with an appropriate journeyman plumber, including:
 - a. Name of the appropriate journeyman plumber;
 - b. Place of the meeting;
 - c. Time of the meeting; and
 - d. Any other specifics, which may be germane to the functions of supervision
 - 2. The logbook shall be made available upon demand for the review by:

- a. This committee or its designated representative;
 - b. Any Construction Contractors Board Inspector;
 - c. Any local or state plumbing inspector;
 - d. Any official of the State Building Codes Division; and
 - e. Any official of the Apprenticeship & Training Division of the Bureau of Labor and Industries.
- b. Meet with an appropriate journeyman plumber at least once each day to go over work done by the apprentice, with the meeting taking place preferably at the immediate work site.
 - c. In the physical absence of the appropriate journeyman plumber, the apprentice must have two-way voice communication within any 15-minute period for advice and direction.

15.3 Scope of Activities

- a. Only one (1) apprentice plumber is allowed to work who has been issued one of the following phased supervision licenses:
 - i. Phase 1: The apprentice only engages in water heater replacement or conversion after completing at least six (6) months of work experience, eight (8) hours of related instruction and is evaluated and authorized to do this type of work by the committee.
 - ii. Phase 2: The apprentice engages in work covered in Phase 1 and minor repairs in a one (1) or two (2) family dwelling after completion of three (3) periods of work experience, the appropriate related instruction for three (3) periods and is evaluated and authorized to do this type of work by the committee.
 - iii. Phase 3: The apprentice engages in work covered in Phase 1 and 2, and general repairs and replacement of existing installations after completion of four (4) periods of work experience, the appropriate related instruction for four (4) periods and is evaluated and authorized to do this type of work by the committee; or
 - iv. Phase 4: The apprentice engages in work covered in Phase 1, 2 and 3, and new or remodel installations after completing five (5) periods of work experience, the appropriate related instruction for five (5) periods and is evaluated and authorized to do this type of work by the committee.

15.4 Revocation

A phased supervision card will be revoked if the apprentice is found in violation of:

- a. The phases of work covered, which he/she was granted to perform by this committee;
- b. Fails to maintain a log book; and
- c. Fails to maintain a minimum “B” grade in related training.

16. LICENSE EXAM

- 16.1 The committee will refer apprentices to take the Plumber's State License exam after they have successfully completed the on-the-job and related training requirements of the program.
- 16.2 Prior to being referred for the license exam, an apprentice:
- a. Must be in 8th Period.
 - b. The minimum required total OJT hours (7700 hours).
 - c. At least 100% of the work hours for each process listed in the program standards. 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.
 - d. Must have Employer's written evaluation on company letterhead or the JATC form.
 - e. A Refer to Exam Letter/Agreement must be signed by both the apprentice and the training agent.
 - f. Monthly progress reports must be properly completed and current.
 - g. All required related training courses must be completed and passed with a grade of "C" or above.
 - h. Tuition for all classes must be paid in full.
 - i. Apprentice cannot be currently held on disciplinary probation.
- 16.3 After being referred for the State Plumber's License Exam, the apprentice must take the exam within one year. If the apprentice does not pass the exam within one year of being referred, the apprentice may be completed without the benefit of a license. Until such time as the apprentice does pass the exam, the apprentice will be required to complete the spring code review course.
- 16.4 When the committee is notified by the apprentice that they have successfully completed the license exam, the committee will complete the apprentice and ATD will issue a certificate of completion.

17. COMPLAINT RESOLUTION PROCEDURE

- 17.1 A training agent/training agent applicant or apprentice/apprentice applicant who has a dispute with the program must proceed as follows:
- a. State the grievance in writing and submit the same to the committee's administrator no less than ten (10) days before the next committee meeting date for placement on the agenda;
 - b. Attend the meeting and attempt a resolution of the dispute; and

- c. The resolution will be communicated to the grievant in person and so noted in the committee minutes.

18. EMPLOYER'S APPROVAL

- 18.1 An employer requesting approval as a training agent/traveling training agent shall be furnished:
 - a. Training Agent Application Form;
 - b. Apprentice/Journeyman Ratio Verification Form;
 - c. Apprenticeship Standards;
 - d. Committee Policies and Procedures with Acknowledgment of Receipt form;
 - e. Committee Selection Procedure;
 - f. Phased Supervision Application Form;
 - g. Sample Monthly Work Progress Report Form;
 - h. Administration Fee Agreement Form;
 - i. Apprentice Release Form.
- 18.2 Following are the documents an employer must submit with the application form:
 - a. Current plumbing contractor's license for the State of Oregon;
 - b. Current journeyman plumber's license for the State of Oregon with proof the license has been in force for at least one (1) year;
 - c. Current registration with the Construction Contractors Board;
 - d. The plumbing contractor must be located within the geographical area of this committee. (Marion, Polk, Linn, Benton, and Lincoln counties; and the south on-half of Yamhill County, Oregon);
 - e. The contractor must have a publicly listed phone number within the geographical area;
 - f. Acknowledgment of Receipt – signed by the applicant;
 - g. Apprentice/Journeyman Ratio Verification Form; and
 - h. Administration Fee Agreement Form.
- 18.3 The employer applicant's premises and equipment (excluding traveling training agents) must be reviewed by a member of the committee prior to approval as a training agent to determine that the employer is qualified, has the minimum facilities and training conditions required of an employer to serve as an approved training agent. It is assumed that a traveling training agent has complied with the same or similar conditions with its home apprenticeship committee.

18.4 Training Agent Payment Terms

- a. Invoice payments are due by the 25th of the month. There is no partial billing. Agents will be billed for the entire month the 72 hour notice of termination is received in, not the termination date;
- b. All past due accounts will be assessed a late fee in the amount of 1.5% monthly (18 percent annually). Late fees will begin the date following the due date;
- c. Training agents whose accounts are 60 days past due will have their training agent status revoked and all apprentices employed by said training agent will be released from the training agent's employ and placed on the out-of-work list;
- d. Means will be taken to collect the debt;
- e. A training agent deemed to be in arrears will be obligated to pay all attorneys' fees and all other related fees associated with collecting the debt owed. If the account is assigned to collection, 100% of the collection fee will be paid by the debtor. A minimum charge of \$250.00 will be imposed;
- f. A training agent whose agreement has been revoked for non-payment will not be allowed to re-apply as a training agent until all applicable past due fees are paid in full; and
- g. All training agents who have been terminated for cause must pay a re-instatement training agent application fee in the amount of \$500.00 and their training agent status will be evaluated for approval at the next scheduled apprenticeship committee meeting.
- h. All previous approved training agents who took a voluntary withdrawal within five years from the date of initial approval must pay a re-application fee of \$250.00.

19. RESPONSIBILITIES OF A TRAINING AGENT/TRAVELING TRAINING AGENT

19.1 Training agents agree to comply with all provision of the Apprenticeship Standards in the areas of:

- a. Journeyman supervision;
- b. Payment of wages;
- c. Adherence of ratio;
- d. School attendance, by arranging the apprentice's work schedule, which allows the apprentice to attend scheduled related training classes;
- e. Respond appropriately to an annual wage survey (excluding traveling training agents);
- f. Notification in writing to the committee's administrator within 72 hours of the release of an apprentice, or when an apprentice leaves their employ, including an explanation in either case.

19.2 All applicable plumbing licensing laws for the State of Oregon.

- 19.3 When requesting employment of an apprentice, the training agent is required to complete the journeyman/apprentice ratio verification form and submit it to the Administrator before employing an apprentice.
- 19.4 On a monthly basis evaluate the apprentice(s) in your employ on their performance and make the evaluation known on the monthly work progress report form.
- a. Provide each apprentice with all necessary payroll records in a timely manner to verify wages paid and hours worked for the applicable reporting period.
 - b. Failure to abide by this policy will result in a “Proposed Cancellation Notice” being sent to both the training agent and the apprentice.
- 19.5 A training agent shall not permit an apprentice to manage or supervise the business.
- a. Failure to abide by this policy will result in a “Proposed Cancellation Notice” being sent to both the training agent and the apprentice.
- 19.6 Administrative Fees
- a. This committee and its approved training agents shall be responsible for the administrative cost and expenses associated with the operation of its program. This committee or its registered training agents will not charge or cause charges to be levied against its apprentices for purposes of financially supporting the administrative, clerical or organizational cost of operating its program. This policy does not affect any requirement that a registered apprentice be required to pay the normal cost of tuition for educational services provided by the community college, university, trade school, training center or industry sponsored education facility.
- 19.7 Non-Compliance/Violations
- a. A non-compliance complaint filed with the committee against a registered training agent who violates the committee’s standards and/or policies, will be addressed by the committee.
 - b. The training agent, whom the non-compliance violation was filed against, will be sent a “Notice to Appear” to discuss its continued status as a training agent with the committee.
 - c. If the committee finds the allegation of non-compliance to be factual, the following action will be taken:
 1. First Time Violation: Six (6) months of probation and the inability to hire an apprentice during the duration of the probation. Probation begins the date the committee found the training agent in violation.
 2. Second Time Violation: An additional six (6) months of probation and the inability to hire an apprentice during the duration of the probation. Probation begins the date the committee found the training agent in violation.
 3. Multiple violations will be considered independently. The committee will determine appropriate disciplinary action based on the findings and the severity of all submitted violations. Multiple violations may result in the revocation of the training agent's approved status for one (1) year and all apprentice’s employed by the training agent will be released from the training agent’s employ and placed on the out-of-work list.

20. TRAVELING TRAINING AGENTS/GEOGRAPHICAL JURISDICTION

Approval for traveling training agents (visiting contractors), and their use of apprentices are pursuant to the following policies and procedures:

- a. The Traveling training agent must have completed, and turned in, all required Area II forms. Including those listed in Section 18.2 of Area II Policies and Procedures.
- b. Traveling training agents must comply with Section 19 of Area II Policies and Procedures.
- c. Upon approval, the traveling training agent may transport apprentices from their home jurisdiction, **if** the apprentices are in good standing with their current committee and arrangements for related training have been made with Area II Plumbers JATC.
- d. Should the traveling training agent choose not to transport its apprentices into Area II, the said traveling training agent will be required to follow the same policies and procedures as a non-traveling training agent within Area II.

AREA II PLUMBERS JATC MA#2015

1995 16th Street NE Suite 105 Salem OR 97301
503-991-5203 fax 888-991-5904 Email: officeadmin@area2app.com

POLICIES AND PROCEDURES MANUAL

TRAINING AGENT ACKNOWLEDGMENT OF RECEIPT

The handbooks, located at <http://area2app.com/pps/>, contain policies and regulations which apply to me, and by which I agree to be bound. I further agree to be bound by any amendments, which may be legally adopted by the Committee, documented, and placed online at <http://area2app.com/pps/>.

I acknowledge that I have been informed that the following documents can be accessed at <http://area2app.com/pps/>:

1. AREA II PLUMBERS JATC MA#2015 POLICIES & PROCEDURES
2. AREA II PLUMBERS JATC MA#2015 APPRENTICESHIP STANDARDS

I further acknowledge that I have received a document titled "Important Information" that covers the following:

1. Where to find the form to Release an Apprentice
2. Requirement of Monthly Apprentice Evaluations
3. Monthly Work Progress Reports
4. Journeymen to Apprentice Ratio and Supervision Rules
5. Related Training Expectations

Training Agent

Business Name: _____

Employer Name: _____

Print name: _____

Employer Signature: _____

Date: _____

AREA II PLUMBERS JATC MA#2015

1995 16th Street NE Suite 105 Salem OR 97301
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POLICIES AND PROCEDURES MANUAL

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1. AREA II PLUMBERS JATC MA#2015 POLICIES & PROCEDURES
2. AREA II PLUMBERS JATC MA#2015 APPRENTICESHIP STANDARDS

I further acknowledge that I have read and understand the following Harassment Policy statement:

HARASSMENT POLICY:

An apprentice may be terminated from the apprenticeship and barred from future application for up to one year for documented acts of abuse, assault, battery, harassment, intimidation, stalking, or other threatening behavior toward an individual involved in the operation of an apprenticeship or training committee, including (but not limited to) committee members, staff to the committee, representatives of participating unions and training agents, and staff of classroom training facilities.

Apprentice Name (Printed): _____

Apprentice Signature: _____

Date: _____