

**Crater Lake Electrical JATC  
MA 5001**

**ADMINISTRATIVE  
PROCEDURES**

Revised:  
06/20/2023

## TABLE OF CONTENTS

<b>REQUIRED POLICIES/PROCEDURES</b>	
<b>A</b>	<b>Applicant Procedures</b>
<b>B</b>	<b>Credit for prior experience</b>
<b>C</b>	<b>OJT requirements (hours, work processes, rotation/partial rotation, monthly progress reports, timelines, applicable penalties)</b>
<b>D</b>	<b>Related training requirements (attendance, grades)</b>
<b>E</b>	<b>Advancement requirements (rerates, completions)</b>
<b>F</b>	<b>Disciplinary process (appearances, holds, cancellations)</b>
<b>G</b>	<b>Initial employment policy</b>
<b>H</b>	<b>Placement procedures for out-of-work apprentices</b>
<b>I</b>	<b>License requirements, including exam referral and completion requirements</b>

  

<b>OPTIONAL POLICIES/PROCEDURES-NONE</b>	
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## **A. Applicant Procedures**

### *Testing:*

All applicants must meet minimum scores on the National Career Readiness Certificate (NCRC) test of 6(Platinum) in Math, 6(platinum) in Workplace Documents, and 4(Silver) in Graphic Literacy.

The rest of Crater Lake Electrical JATC's applicant procedures are as detailed in the Standards registered with the states of Oregon and California.

## **B. Credit for prior experience**

The committee will consider credit for prior experience. Credit for experience in another registered apprenticeship program may be granted within thirty (30) days of indenture with appropriate documentation.

It shall be the responsibility of the applicant/apprentice to obtain all legal documentation of prior experience and submit it to the JATC office at least one week before the next regularly scheduled meeting.

Apprentices not performing at the level they were given credit for (in class or on the job), may, at the Committee's discretion, be bumped back to an appropriate level until they are brought up to speed.

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

**Each apprentice is required to maintain a record of their on-the-job training. Work reports are to be completed and submitted to the JATC office no later than 5:00 PM on the 10<sup>th</sup> of the month following the month the hours were worked. Partial reports may be submitted/requested earlier when raises are due to determine raise eligibility.**

**The Committee's progressive discipline policy for late work reports shall be:**

- 1. First offense, mandatory thirty (30) day hold on next pay raise.**
- 2. Second offense, mandatory sixty (60) day hold on next pay raise.**
- 3. Third offense, committee appearance, mandatory ninety (90) day hold on next pay raise, 300 hours of probation, and possible cancellation.**

### **PROBATIONARY PERIOD**

As outlined in the apprenticeship standards for Crater Lake Electrical JATC, the initial probationary periods shall be as follows:

Inside Electrician:	2000 hours OJT/ 160 hours related training
Limited Residential:	1000 hours OJT/ 80 hours related training
Limited Energy Tech:	1500 hours OJT/160 hours related training

These probationary periods shall commence at the time of indenture to the current program, regardless of the selection procedure. During the initial probationary period, the apprentice will be evaluated by the employer every month for the first three months and then on a bi-annual basis thereafter. Apprentice evaluations will be reviewed by the Training Director and JATC. An apprentice receiving an unfavorable evaluation from an employer may be required to appear before the committee.

The committee may place an apprentice on probation for disciplinary or scholastic purposes, as they deem necessary. This probationary period may extend up to one full year. An apprentice on probation will not be eligible for pay raises, a 7,000-hour card, or referral to the journeyman exam until all terms of probation have been satisfied.

### **JOB ATTENDANCE**

Apprentices are required to report to the job on time each day work is scheduled. An apprentice's poor attendance and/or tardiness on the job will be reviewed by the Committee and may result in disciplinary action by the Committee.

An apprentice who is unable to report for work as scheduled shall notify the employer or his representative as soon as possible.

### **LEAVE OF ABSENCE**

An apprentice may request a leave of absence from the program. Requests for a leave of absence generally are:

1. Military duty
2. Medical
3. Pregnancy
4. Family

The request must be submitted in writing. The committee will review the request and may approve it for up to one year. The committee will consider the circumstances of the request and decide if the apprentice may continue attending school while on a leave of absence. An apprentice, who is unable to work for one month or more, must request a leave of absence to comply with the program.

Apprentices will be required to provide written documentation to be removed from suspension. In the case of medical leave, this would require a physician's written release to return to work.

### **DISCRIMINATION/HARASSMENT POLICY**

The Crater Lake Electrical JATC has zero tolerance for discrimination or harassment. It is the policy of the JATC to maintain a work and school environment that is free from discrimination/ harassment based on race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment and gender identity harassment), national origin, age (40 and over), disability (mental or physical), and sexual orientation and from retaliatory harassment based on opposition to discrimination or participation in the discrimination complaint process.

In addition, it is the policy of the Crater Lake Electrical JATC that no retaliation will be tolerated against any person for reporting discrimination/harassment under this or any other policy or procedure, or for assisting in any inquiry about such a report.

Each apprentice is indentured to the Joint Apprenticeship Training Committee and is directly responsible to the committee for all matters pertaining to their apprenticeship training. Any apprentice who has a problem is encouraged to bring it to the attention of the committee, who is ready and willing to help. The apprentice should contact the Training Director or any Committee member concerning a problem as soon as possible.

Instructors and Journeymen are encouraged to report any such discrimination/harassment to either the Training Director or a Committee member. The Committee shall investigate any report of discrimination and appropriate action shall be taken.

#### **D. Related training requirements (attendance, grades)**

180 hours per year shall be the minimum required time for related training classes, for the Inside, Limited Energy Technician Class A, and Limited Residential Electrician programs unless otherwise determined by the J.A.T.C.

The Training for this program shall follow the guidelines determined by the Oregon State Electrical Board, the Oregon Bureau of Labor and Industries Apprenticeship Division, and the State of California Division of Apprenticeship Standards.

Apprentices shall attend approved first aid and CPR classes as scheduled. Apprentices with 1<sup>st</sup> Aid/CPR cards more than 6 months expired will have their rates held until obtaining a current 1<sup>st</sup> Aid/CPR card. These cards shall be kept current. All apprentices shall be required to attend an OSHA10 class within the first six months of their apprenticeship and to complete the OSHA30 class during the final year of their related training. These classes shall not conflict with, nor be substituted for regular related training schedules.

Beginning with the 2014 1<sup>st</sup> year class, apprentices shall maintain access to a computer with the necessary operating system to be able to fully participate in the NJATC Blended Learning program.

#### **Required Texts:**

All apprentices are required to purchase the required texts for the current school year. Apprentices are further required to maintain possession of all texts, workbooks, and supplementary materials throughout their four years in the apprenticeship program. Apprentices who have lost books from prior years will be required to purchase new copies of texts required in a subsequent year.

#### **ABSENTEEISM**

All apprentices are required to attend all related training classes as mandated by the committee. The committee recognizes attendance is a major factor in the successful completion of related training requirements. Training agents may not schedule overtime or out-of-town work that interferes with classes without first consulting the JATC or the

Training Director. All apprentices will be required to turn in a completed absentee excuse form for all absences.

The following absences are considered legitimate/excused:

**Death** in immediate family/funeral (specifically apprentice's parents, grandparents, children, spouse (requires a copy of the newspaper notice or memorial card).

**Illness** (With doctor's note or medical statement)

**Accident** (Copy of accident report)

**Wedding**- Your own (copy announcement or license)

**Birth** of your child (copy announcement or certificate)

**Weather** Conditions

**Military Duty** Copy of orders

Documentation is required in advance whenever possible or within one week of the event. The JATC may require additional documentation.

All unexcused absences in excess of 16 hours will require the time to be made up at double the hours missed, with the extra hours made up in documented non-profit service, i.e. - Habitat for Humanity, Meals on Wheels, IBEW support in the way of organizing door knocking, RENEW activities, Union Meeting support, etc. If an apprentice accumulates more than 24 hours of unexcused absences in one academic year, he/she shall be required to appear before the committee and may be required to repeat the school year.

Tardy means arriving late to class in the morning, from break, from lunch, and/or leaving early. Two tardies will be treated as an absence. The above rules for documentation and legitimacy shall apply. Apprentices who arrive fifteen (15) minutes or later after the start of class will be counted as absent for the day. They may remain in the class, at the instructor's discretion, but will be marked as absent.

### **CLASS MAKEUP**

The Training Director will schedule two eight-hour makeup sessions one during the final month of school and the second after the end of the school year. All students having absences for the year shall be required to attend as scheduled. Failure to attend will result in another absence being attached to their file.

4<sup>th</sup> and 5<sup>th</sup> year apprentices may be permitted to use Journeymen upgrade class attendance for related training makeup at the discretion of the JATC/Training Director.

An apprentice's pay raise shall be held until the completion of all related training hours and committee approval.

### **MINIMUM PERFORMANCE**

An apprentice must receive a grade of 75% to pass an exam and an average grade of 75% to pass each semester. There are two semesters per year. Apprentices will not be allowed to re-test. An apprentice who fails a term will be required to repeat the term. Terms will be repeated over the summer break, during which, all failed

classes will be retaken. A semester's worth of tuition will be paid along with any other incurred costs (generally the fee of repurchasing online classes).

An apprentice who fails a second term will be canceled from the program.

An apprentice who misses a scheduled exam, without making prior arrangements with the instructor, may have ten (10) points taken from their grade for that exam.

All students will be required to pass a proficiency exam at the end of the school year. This exam will be based on the curriculum for the current year. Students who fail this exam will be required to appear before the committee and may be assigned classes during the summer months. Apprentices must achieve at least 70% on the Level 2 Craft Certification to advance to the 3<sup>rd</sup> period, and at least 75% to advance to the 4<sup>th</sup> period.

Hands-on Craft Certification is part of the end-of-year testing.

Any apprentice finishing the related training requirements before completing their on-the-job training may be required to continue their related training for the remainder of their apprenticeship on subjects the J.A.T.C. feels will be beneficial.

### **CLASSROOM BEHAVIOUR**

Instructors are responsible for the satisfactory management of each class. They have full authority to remove and or otherwise discipline a student for any of the following:

1. Disruptive Behavior
2. Sleeping in Class
3. Cheating
4. Incomplete Homework
5. Non-participation
6. Stealing
7. Vandalizing
8. Fighting
9. Harassment
10. Cell phone (unauthorized electronic device) usage during class.

A student removed from a classroom by the instructor shall be counted as absent for the day and will be required to appear before the Committee at their next regularly scheduled meeting. The Committee will take further disciplinary action as deemed necessary to correct the problem.

Apprentices are subject to the NECA/IBEW drug policies and procedures while attending classes.

Smoking is NOT permitted anywhere inside the Crater Lake Training facility by order of Jackson County. Smoking is permissible outside the building and appropriate ashcans shall be used.

Visitors will not be allowed into a related training class without prior approval from the J.A.T.C. or the Training Director.

Political candidates, posters, flyers, or discussions during classes are not permitted.

## **PAYMENTS**

Apprentices are responsible for all payments due for tuition, books, and online courses. Apprentices are required to contact the Training Director before the due date to make arrangements for extending their payment schedule. The Committee's progressive discipline policy for late payments is:

1. First offense – a late fee of \$25.00.
2. Second offense – a mandatory thirty-day hold on the next pay raise.
3. Third offense – another thirty-day hold on the next pay raise and citation before the Committee.

\*\*The late charge of \$25.00 will go into the Electrical Training Fund.\*\*

## **PERSONAL APPEARANCE**

The apprentice represents the Electrical Industry to the public. With this in mind, the apprentice shall be neat about his/her personal appearance. Any mode of dress that distracts from or interferes with, the teaching/learning process is unacceptable and subject to Committee action. The Training Director will act for the committee in advising those apprentices not meeting the Committee's standard of appearance for this program.

### **E. Advancement requirements (re-rates, completions)**

## **ADVANCEMENTS**

### **ADVANCEMENTS**

When the apprentice has the proper amount of on-the-job training, regular advancements will be made. Pay rate advancements shall be based on the following:

1. Meeting the minimum OJT Hours
2. Related Training hours and performance
3. Employer evaluations
4. Submission of the "Request for Wage Increase" form through the clejadc.org website. Apprentices should not consider the form as submitted until receiving email confirmation that it has been received.
5. JATC Committee Approval

Apprentices in good standing will have their re-rates approved with an effective date starting on the hours worked on the Monday after the next pay period (see example on the next page). Apprentices not in good standing will have their re-rate considered at the next Committee meeting. Reasons for not being in good standing include evaluations with scores of 2 or below, a pending citation, a failed semester, etc.



Example:

If a qualifying re-rate form was emailed to the Training Center on a day highlighted in green, then the pay rate would become effective for the hours worked starting on the 19<sup>th</sup>. If the form was emailed on a day highlighted in blue, then the pay rate would become effective for the hours worked starting on the 26<sup>th</sup>.

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### **WORK ALONE CARD**

Apprentices in their eighth period (fourth year) with 7,000 hours OJT may be permitted to perform electrical construction work without direct supervision, after review and authorization by the committee. State Laws and Rules shall govern all work by apprentices with a Work Alone card. Such apprentices shall not supervise the work of others.

### **F. Disciplinary process (appearances, holds, cancellations)**

#### **THE JOINT APPRENTICESHIP & TRAINING COMMITTEE**

The Joint Apprenticeship and Training Committee is delegated the full responsibility and authority for the selection, qualification, education, training, evaluation, certification, and supervision of all apprentices as well as all the other matters regarding apprentices or apprenticeships. The committee will enforce these rules in a uniform and progressive manner. Disciplinary action may involve warnings, delays in advancement up to one-year, disciplinary probation, suspension, and or cancellation from the program. Failure to comply with any policies or standards may result in suspension or cancellation of the Apprenticeship Agreement. Failure to appear before the Committee as cited may result in suspension or cancellation of the apprenticeship agreement.

The Training Director will act for, and under the direction of the COMMITTEE in the administration of these policies.

The term of office of Committee Members shall be for 4 years. The term of one (1) NECA appointee and one (1) IBEW appointee shall expire each year on December 31. A Committee member/Trustee may be reappointed. Any reappointment shall also be in writing for the same specified term.

The Committee shall select from its membership, but not both from the same party, a Chairman and a Secretary, who shall retain voting privileges as members. The term of office for the Chairman and Secretary shall be for 4 years. The Committee will consider rotating the Chairman and Secretary positions between the IBEW and NECA at such time

## **JOB ASSIGNMENTS**

### **G. Initial employment policy**

The Training Director shall have the responsibility of completing the paperwork necessary for the indenture of new apprentices. The Training Director shall keep records of each apprentice's dispatches and terminations. It shall be the responsibility of the applicant to keep the Training Director informed of their current phone number and address. All indentured out-of-work apprentices shall be offered re-employment before new applicants can be dispatched.

Apprentices shall not solicit an employer.

Apprentices shall not quit an employer.

Apprentices shall not work for an electrical contractor who is not registered as a Training Agent with the Crater Lake Electrical JATC.

Any apprentice cited by the State of Oregon for working outside of the restrictions of their license shall be cited to appear before the Crater Lake Electrical JATC at their next regularly scheduled meeting and may be suspended or canceled from the program as the Committee deems appropriate.

To change employers an apprentice must submit a written request to the committee including the reason for the request. The Training Director will contact the employer concerning the request and the committee will consider the request at their next regularly scheduled meeting.

Any apprentice terminated from employment for cause shall be required to appear before the committee before being reassigned to a new employer. The apprentice may be reassigned before the next scheduled meeting if the situation is investigated and the committee gives approval, however, the apprentice will still be required to appear as cited.

An apprentice may refuse a job referral that is not within a fifty (50) mile radius of his/her residence. Any apprentice refusing a job assignment to an employer within a fifty (50) mile radius of his/her residence will be subject to cancellation from the program.

### **H. Placement procedures for out-of-work apprentices**

#### **IBEW LOCAL 659 INSIDE APPRENTICE REFERRAL PROCEDURE**

- Initial registration for all applicants shall be in person. Registration hours at the Local Union 659 office are Monday through Friday, 8:00 a.m. to 5:00 p.m. The office is closed for lunch between 12:00 and 1:00 p.m. Apprentices residing outside of the Medford dispatch zone, may register by phone. In all cases, out-of-work apprentices must contact the Local Union 659 office and the JATC office within 48 hours of being laid off.
- An apprentice dismissed for cause, must report to the JATC office before signing the apprentice out-of-work list. An apprentice dismissed for cause will not be permitted to sign the out-of-work list without clearance from the JATC office.

- To be eligible to sign the out-of-work list an apprentice must provide the dispatcher with the following:
  - A reduction in force or eligibility for a loan slip from their employer.
  - A current dues receipt.
  - A current apprentice license.
- Apprentices are required to keep the dispatcher informed in writing of any changes in their telephone numbers or addresses.
- Available apprentice jobs shall be posted on the referral hotline for informational purposes only. Applicants can call the referral hotline at (541)664-0802 between 5:00 p.m. and 7:00 a.m. daily.
- All apprentice dispatches shall be direct. The dispatcher/business representative will contact the apprentice.
- An apprentice may turn down any job offer that is not within a 50-mile radius of their registered home address. Apprentices may not refuse any job offers that are within this range.
- A contractor may recall an apprentice who has been laid off or offered for a loan within 90 days of the layoff. Contractors requesting the return of an apprentice who has been reassigned should allow 7 days' notice for the transition.
- The Local 659 office shall keep the Crater Lake Electrical JATC Office informed of all apprentices who sign the out-of-work list and those who have been dispatched to a contractor.
- These procedures shall be posted at the dispatch office of Local 659, at the JATC Training Center, and on the LU 659 website.

Apprentices shall not work outside of the Crater Lake Electrical JATC's jurisdiction without prior approval from the JATC. Employers wishing to transfer apprentices should contact the Training Director, who shall be responsible for coordinating the work assignment with the host Training Director. The importance of keeping local apprentices employed shall govern all such agreements.

In an effort to maintain continuity of training and reduce workforce attrition, when an out-of-work apprentice list is active and in use a training agent may replace an apprentice who has been completed from the program with a newly indentured applicant under the following restrictions:

- i. The apprentice has attained journeyman status with LU659 and has fulfilled all requirements necessary to be completed by the Crater Lake Electrical JATC.
- ii. The Training Agent has provided a minimum of 4000 hours of OJT to the apprentice who has completed the program.
- iii. The Training Agent has no other apprentices initially assigned to their company and is eligible for rehire currently on the out-of-work list.

## **I. License requirements, including exam referral and completion requirements (for licensed trades only)**

### **EXAM REFERRAL**

All Inside Electrical apprentices are registered in both the State of Oregon and the State of California. CA allows for their state test to be taken by apprentices in their final year of training and releases the license after completion of the apprenticeship. CA also allows for up to a year before testing after they approve an application.

All Inside apprentices must apply to sit for the California state test within 90 days of being eligible (at least 6,000 work hours and completion of 3rd year). Apprentices failing to do so will be cited before the Committee. Upon completion of their 4<sup>th</sup>-Year of related training, eligible apprentices will be required to pass the California Electrician Certification exam no later than 90 days after the last school day. Apprentices failing to do so will be cited before the Committee.

Upon satisfactory completion of all required OJT hours and Related Training hours and successful completion of the California Electrician Certification exam, an apprentice shall be referred to the Oregon State Journeyman Exam. The apprentice is required to schedule and complete the Oregon State exam within 90 days of referral.

An apprentice who fails to take the exam, or fails to pass the exam, within 90 days of referral will be cited to appear before the committee. The committee shall address any deficiencies in training and direct the apprentice to further studies. If the apprentice fails to take and pass the state exam within 90 days of their appearance before the committee and refuses to continue in their studies, he/she will be completed from the program and denied an apprentice license renewal. Per OAR 839-011-0270: *“(2) Absent exceptional circumstances demonstrated by a local committee, apprentices referred for a license exam will be administratively completed by the Director within one (1) year of referral, with or without benefit of license. Examples of exceptional circumstances are military service; illness; injury or incapacitation of the apprentice.”* It shall be the responsibility of the Training Director to contact both the employer and union office of the apprentice’s ineligibility to perform electrical work in the State of Oregon.

When an apprentice has passed both the California Certification Exam and the Oregon Journeyman Exam, he/she shall be completed by the Crater Lake Electrical JATC. The Training Director shall notify the Local Union office when an apprentice has been granted journeyman status.

Crater Lake Electrical 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. Crater Lake Electrical JATC shall take affirmative action to provide equal opportunity in apprenticeship and shall operate the apprenticeship program as required under this Plan and Title 29 CFR, part 30.

**This policy is subject to change by majority action of the full JATC**

The Crater Lake Electrical JATC and Trust Members as of 6/20/2023 are:

**MEMBERS:**

Representing NECA  
Joe Myers, Chairman  
Alan Welburn  
Andy Alberding  
Monique DeBoer

Representing the IBEW  
Nick Carpenter, Secretary  
Chris Farrell  
Brian Smith  
Ryan Smith

**ALTERNATES:**

James Hess  
Bill Schmeck

J.D. Locy  
Alberto Aispuro

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