POLICIES AND PROCEDURES

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1.0 COMMITTEE COMPOSITION (ORS 660.135)

1.1 Principal Members – The committee shall consist of eight (8) principal members and shall be comprised of equal representation of employers/employees (i.e. four (4) employers and four (4) employees).

1.2 Alternate Members – The committee shall consist of four (4) alternate members. The alternate members shall be comprised of equal representation of employers/employees.

2.0 ELECTED POSITIONS (OAR 839-11-072)

2.1 Elected Positions – Elected positions are those of Chairperson and Secretary and are to be comprised of equal representation of employer/employee. The elected position shall be held for no less than one (1) year and no more than two (2) years without a contested, secret ballot election.

2.2 Vacancies – When a vacancy occurs, the respective employer/employee membership shall elect from their representatives a replacement for that position to serve the unfulfilled term of office (in accordance with OAR 839-11-350). Training agents will be apprised of all vacancies.

2.3 Quorum – A quorum for the transaction of business shall consist of two employer and two employee representatives.

2.4 Removal of Committee Members – Committee members may be removed only for inactivity or failure to abide by ORS 660, or the Rules and Policies of the Council, pursuant to ORS 660.120(2)(d) and OAR 839-11-078.

Only employer committee members may recommend and vote for the removal of an employer member. Conversely, only employee committee members may recommend and vote on employee member removal. Either action shall be recorded in the minutes.

2.5 Inactivity – A member who fails to attend three (3) consecutive regular committee meetings may be deemed inactive.

3.0 COMMITTEE MEETING SCHEDULE

3.1 Meeting Schedule – Meetings will be held every six months on the second Tuesday of the month in April and October (unless otherwise designated). The date of the next regular meeting will be announced at each Committee Meeting.
3.2 **Apprentice Re-rates** – Re-rates will be considered at the April and October Committee Meetings.

3.3 **Agenda Requests** – Items to be placed on the agenda must be received in writing by the Committee no later than ten (10) days before the meeting.

### 4.0 COMMITTEE DUTIES/RESPONSIBILITIES

4.1 **ORS 660.126** – Duties of local apprenticeship and training programs. Every local apprenticeship or training program administered by a local joint committee, or by a trade committee functioning as a local joint committee shall:

1. Propose to the council standard for the local programs which are in substantial conformity with ORS 660.126 and with the uniform standards, if any adopted by the state joint committee for that occupation, and recommend to the council modifications of the standards.

2. Administer its program in conformity with its approved standards, with the provisions of this chapter, and with the rules and policies of the council. Particularly the local committee shall:

   A. Maintain records of all apprentices in its program, with respect to work experience, instruction on the job, attendance at related instruction and progress, and such other records as may be appropriate or required, and shall submit such reports as the council or appropriate governmental agencies may require;

   B. Submit to the state joint committee appropriate requests for changes in courses of study for the instruction of apprentices; and

   C. Be responsible for apprentices receiving necessary on-the-job and related instruction, and for all apprenticeship agreements being promptly registered with the council.

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 advance credit must be given; provided, however, that advanced credit may be given for such creditable experience, education and training.

4. Review and evaluate, at least semi-annually, the progress of each apprentice, as to job performance and related instruction. 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. Terminate the apprentice from the program for serious or continued inadequate progress and notify the Apprenticeship Division of the Bureau of Labor and Industries of the action being taken. The council and the appropriate employer or employers shall also be notified of each re-rating and of the apprentice’s new level on the wage schedule. An appropriate certificate issued by the council shall evidence recognition for successful completion of apprenticeship.

(5) Determine the qualification, minimum facilities and training conditions required by an employer to serve as an approved training agent, and approve training agents accordingly. Make periodic checks of approved training agents to assure that there are qualified training personnel and that 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. Withdraw approval of training agents when the qualifications are no longer met or when it appears to the committee that the employer is in violation of the terms of an apprenticeship agreement, standards, provision of this chapter or the rules and policies of the council.

(6) Determine and re-determine at least annually the average journeyman hourly rate of wage for the purposes of ORS 660.142 and submit such rate to the director, along with a statement explaining how such a determination was made. Employers who fail or refuse to provide their committee with information shall be terminated as approved training agents. The council may withhold approval of a new program or terminate an existing program for failure or refusal by the committee or its employers to keep established journeyman hourly rate of wage current and correct. As required by law, the committee shall retain for inspection by the council all records from which a wage determination was made. (1981 c.764 13 enacted in lieu of 660.141).

4.2 Partial rotation of apprentices – All apprentices must obtain work experience for at least 50% of the hours listed for each work process in the committee’s approved standards or the minimum number of hours required for licensure by the State Electrical Board. In the event that a committee cannot provide an apprentice with work experiences equaling at least 50% of the hours listed for each work process set forth in the standards, the committee will include a written statement in the apprentice’s file indicating that the apprentice has had adequate related training to compensate for the lack of on the job training.

4.3 Political activity – No committee member or training agent may direct apprentices 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. Examples of political activities include posting flyers, placing yard signs, working on phone banks, mailing, collecting funds, etc.
The Apprenticeship and Training Division will investigate complaints by apprentices regarding involuntary political activity, retaliation for refusal to participate, or retaliation for reporting an attempt to require political activity. Violation could result in corrective action by the Oregon State Apprenticeship and Training Council up to and including dissolution of the committee and election violation charges being filed against the individuals involved.

5.0 APPRENTICE QUALIFICATIONS

5.1 Minimum Qualifications – The minimum qualifications for applicants are:

(1) Age 18 or over.

(2) High School Graduate (with proof) or the equivalent (GED).

(3) Must have completed one year of high school algebra or equivalent post-high school algebra course(s) with a grade of C or better or a community college mathematics placement test results showing equivalent high school level.

6.0 GEOGRAPHICAL AREA

These standards apply to the geographical area of: Marion, Polk, Linn, Benton and Lincoln Counties

7.0 EMPLOYMENT HOURS AND COMPOSITION

7.1 Restricted Energy – a minimum of 4,000 hours of on-the-job training is required for completion of apprenticeship.

7.2 Limited Energy – a minimum of 6,000 hours of on-the-job training is required for completion of apprenticeship.

8.0 RELATED TRAINING

A minimum of 144 hours of related training with a grade of “C” or better is required each year an apprentice is registered in the program.

9.0 HIRING AN APPRENTICE (METHOD)

9.1 Out-of-work list – The names of registered apprentices who have notified the committee that they are out-of-work will be placed on an out-of-work list in seniority
order. Out-of-work apprentices will be referred before individuals from the eligible pool.

9.2 **Open Application Period** – The open application period will be on an on-going basis with opening being the first working day and closing being the last working day of each month. Applicants will be notified of their standing at the end of the first week of the month following application.

9.3 **Apprentice Transfers** – Indentured apprentices may transfer their apprentice status to a new training agent subsequent to authorization by the committee.

9.4 **Ranking Method** – The committee, using the application point system, shall rank the pool. (Refer to the Committee’s Section Method).

9.5 **Hiring Procedure**

9.5.1 Approved training agents will contact the Apprenticeship Office when they need to hire an apprentice. If there are no out of work apprentices, the administrator will call the first available name on the list and refer the applicant to the training agent. An employment packet consisting of an apprentice referral form and an apprentice registration agreement form will be sent to the training agent. The training agent will respond to the Apprenticeship Office within five (5) business days as to hiring status by returning the apprentice referral form.

9.5.2 Ranked apprentices from the top of the list will be sent to multiple employers until the apprentice is either hired or re-ranked on the list.

9.5.3 If the training agent does not hire a referred eligible from the ranked pool, the training agent must provide, in writing, the valid job-related employment criteria that the individual does not meet. The referred eligible will be returned to the ranked pool.

A training agent who rejects an applicant for any reason that is inconsistent with Title 41, CFR Part 60 shall not be referred eligibles from the pool until the rejected eligible has been placed in employment with another training agent, has withdrawn from the pool, or has been removed from the pool by the committee.

If a training agent does not provide a job-related reason for refusing to hire a referred eligible, the training agent will be cited to appear by the committee. A second offence will result in sanction against the employer. A third offense will result in termination of the training agent and the training agent will be prohibited from re-applying as a training agent for one year.
9.5.4 If a ranked applicant or out-of-work apprentice refuses offered employment or fails to respond to training agent contact three separate times, a letter will be sent notifying them that unless they respond to the committee within 30 days, they will be removed from the hiring list.

9.5.5 The Apprenticeship Office will poll the ranked pool every six months. Applicants will be asked if they are still interested in working in the trade, if they want to be placed on the inactive list, or if they want to be removed from the ranked pool. Applicants on the inactive list can be reactivated upon request.

10.0 EVALUATION CYCLE/PROMOTION, AND STATE LICENSING EXAMINATION

10.1 Evaluation Cycle – Apprentices will be indentured with an effective date being the day of the committee meeting. Apprentices must attend this meeting to be registered. All apprentices shall start in the first period of apprenticeship. At the next scheduled re-rate meeting, the Committee shall consider present and past experience, both work and educational, toward completion of the program.

10.2 Criteria for Promotion – Six (6) months, or one thousand (1,000) hours, of on-the-job training is considered a normal re-rating period. In order to be re-rated, an apprentice must have all work progress reports current, be current with related training and have turned in satisfactory grade reports and be within 250 hours of the OJT hours required to advance to the next step. Apprentices held in grade for shortage of on-the-job training hours, shortage of related training hours or for failure on their part to submit work progress record on time will not be considered for re-rating until the next regular re-rating meeting.

10.3 Claims of Credit for Previous Experience – Apprentices who have documented experience or education in the occupation may be granted advanced standing with commensurate wages for any progression steps so granted.

To receive consideration for credit for prior education or experience, the apprentice must:

- Submit a written request to the Apprenticeship Office at least ten days prior to a re-rate meeting.
- Accompany the request with credible documentation.
- Attend the re-rate meeting to be interviewed by the committee regarding his/her request.

The committee will consider requests for credit for previous experience that meet these criteria:

- A minimum of 1,000 legally acquired hours.
- Acquired within five years before registration as an apprentice with this committee.
After evaluating the request for recognition of previous education and/or experience, the Committee will determine:

- The number of hours to credit.
- Which work processes or related training subject to credit.
- The appropriate period of apprenticeship to which the apprentice will be advanced. The appropriate period of apprenticeship shall be the lower of the apprentice’s total related training hours or total work processes hours.

10.4 **State Licensing Examination** – Before the committee will recommend an apprentice for the State licensing examination, these conditions must be met and documented in the apprentice’s file:
- Minimum qualification for entry into the program
- Total number of on-the-job hours meets or exceeds the required minimum.
- On-the-job hours for each work process meet or exceed the minimum established by the Committee and the State Electrical Board.
- Related training hours equal or exceed 144 hours per year that the apprentice is in the program.

11.0 **WAGE SCHEDULE**

**Journeyman Wage** – The average wage for those journeymen employed by the participating employer in the occupation is determined by annual wage survey to be distributed the first quarter of each year. The average wage in these occupations will be updated by the Committee at least annually, recorded in the Committee minutes and submitted via letter to the State Director of Apprenticeship and Training.

A. **Progressive Apprentice Wage Rate – Limited Energy Technician Class A**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Percentage of Average Wage</th>
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</thead>
<tbody>
<tr>
<td>1st 1,000</td>
<td>60% of average wage</td>
</tr>
<tr>
<td>2nd 1,000</td>
<td>64% of average wage</td>
</tr>
<tr>
<td>3rd 1,000</td>
<td>67% of average wage</td>
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<tr>
<td>4th 1,000</td>
<td>70% of average wage</td>
</tr>
<tr>
<td>5th 1,000</td>
<td>74% of average wage</td>
</tr>
<tr>
<td>6th 1,000</td>
<td>78% of average wage</td>
</tr>
</tbody>
</table>

B. **Progressive Apprentice Wage Rate – Limited Energy Technician Class B**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Percentage of Average Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 1,000</td>
<td>60% of average wage</td>
</tr>
<tr>
<td>2nd 1,000</td>
<td>66% of average wage</td>
</tr>
<tr>
<td>3rd 1,000</td>
<td>72% of average wage</td>
</tr>
<tr>
<td>4th 1,000</td>
<td>78 % of average wage</td>
</tr>
</tbody>
</table>
12.0 RATIO – APPRENTICES TO JOURNEYMEN

**Limited Energy Technician Class A:** The number of apprentices shall not exceed a ratio of one (1) apprentice to one (1) journey level worker in full employment in the shop and on the job in order to assure adequate training and supervision.

**Limited Energy Technician Class B:** The number of apprentices shall not exceed a ratio of one (1) apprentice to one (1) journey level worker in full employment on the job to assure adequate training and supervision.

13.0 PROBATIONARY PERIOD

13.1 **Probation Period (defined)** – The probation period shall be defined as the first (1st) period of apprenticeship, 1,000 hours. During such period, either party to the agreement may terminate the apprenticeship agreement upon written notice to the Apprenticeship Division of the Bureau of Labor and Industries.

13.2 **After the Probationary Period** – The apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended, cancelled, or terminated by the Committee for good cause, with due notice to the apprentice. Reasonable opportunity for correction and written notice to the apprentice and to the Apprenticeship Division of the Bureau of Labor and Industries of the final action taken by the Committee is required.

14.0 APPRENTICE RESPONSIBILITIES

14.1 **Commitment to Apprenticeship Agreement** – The apprentice is required to sign an apprenticeship agreement and apply oneself both on-the-job and in the related training program and continually strive to become a skilled journeyman. The apprentice must not miss work or related training classes except for good cause. All apprentices must endeavor to meet the requirements set forth in the apprenticeship agreement and applicable standards. They are expected to cooperate with the Committee, employer and instructors to obtain maximum benefit from the apprenticeship program.

14.2 **Notification of Change in Status** – All apprentices must advise the Committee IN WRITING OR BY PERSONAL APPEARANCE of any change in status that may affect their learning the trade, or the ability of the Committee to contact them.

Examples of changes in status:
- Request to transfer to another employer
- Lack of work
- Termination by an employer
- Working without adequate supervision
• Change in the assignment of duties
• Change of address
• Change of telephone number

14.3 **Monthly Progress Records** – Each apprentice must keep an accurate record of the kind of work performed, as outlined in the Work Processes section of the standards. Each day, the monthly progress record must be filled out, dividing time to the nearest hour. At the end of the month, the hours worked in each work process must be added horizontally, and the totals entered in the far right column. Those hours are to be carried over to begin the report for the following month, by entry in the second column from the left, called “Hours brought forward.” These beginning hours will be added to the hours worked in each process for that month, to give an accumulated total for each month. This process is repeated throughout the apprenticeship term. Monthly Progress Reports must be completed by the apprentice each month and validated by signature of the employer. IT IS THE RESPONSIBILITY OF EACH APPRENTICE TO HAVE THE REPORTS IN THE HANDS OF THE COMMITTEE BY THE 10TH OF THE FOLLOWING MONTH WHETHER OR NOT HE/SHE IS WORKING.

14.4 **Related Training Documentation** – Each apprentice must submit documentation of related training a minimum of ten (10) days prior to the first and third quarter committee meetings.

14.5 **Non-approved Training Agents** – No apprentice may work as an apprentice Limited Energy Electrician or Restricted Energy Technician for an employer who has not been approved as a training agent by the Area II Limited Energy Electrical JATC.

15.0 **TRAINING AGENT RESPONSIBILITIES**

15.1 **New Training Agents** – All Training Agent Applicants must complete the following:

   (1) Training Agent Application
   (2) Ratio Verification Form
   (3) Payment of applicable fees

15.2 **Additional Apprentices** – Training agent must complete a Ratio Verification Form with each additional or new apprentice application.

15.3 **Wage Surveys** – All training agents must participate in an annual wage survey. Failure to respond will result in cancellation of training agent status.
15.4 **Journeyman Supervision** – All training agents are required to provide journey supervision based on standards ratio and as outlined in Supervision of Electrical Apprentices (Appendix 1).

15.5 **Committee Administration Fees** – The following fees are to be paid to the committee upon receipt of invoice. Payment should be sent to: Apprenticeship Office, Linn-Benton Community College, 6500 Pacific Blvd. SW, Albany, OR 97321

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Agent Application Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Apprentice Administration Fee</td>
<td>$100</td>
</tr>
</tbody>
</table>

Fees: Training Agent Application Fee $100  
Apprentice Administration Fee $100 per apprentice per month

Training agents and the committee are responsible for the administrative cost and expenses associated with the operation of their programs. Neither the committee nor a training agent may charge apprentices to support the administrative, clerical or organizational costs of operating the apprenticeship program. A registered apprentice may be required to pay the normal cost of tuition, fees, books, and supplies for educational services provided by a community college, training center, or industry sponsored education facility.

15.6 **General Qualifications** – The minimum qualifications of a training agent in apprenticeship facilities, training and working are:

SUBMIT PHOTOCOPY EVIDENCE OF THE FOLLOWING:

A. Current registration with Oregon State Construction Contractors Board.
B. Current Electrical Contractor’s or Limited Energy Electrical Contractor’s License for the State of Oregon.
C. Current Limited Energy Electrical License or General Journeyman Electrical License for the State of Oregon for each journeyman, or journeymen, responsible for apprentice training.
D. The committee may require a resubmission for training agent if a training agent has not had an apprentice in the program for two (2) years.

15.7 **Disciplinary action against training agents** – The committee will take disciplinary action if a training agent is found to be in violation of the committee’s Standards or Policies, State Electrical and/or Contractor’s Board requirements and codes, Wage and Hour laws, or other state laws, rules, and regulations governing apprenticeship.

- First offense: The training agent will be cited to appear before the committee and formally put on notice that the committee will not tolerate further violations of any kind.
• Second offense: The training agent will be cited to appear and sanctioned for a one year period during which time the training agent will be unable to indenture any new apprentices.

• Third offense: The training agent will be cited to appear and cancelled from the program. The training agent will not be considered for re-entry into the program for a period of one year from the date of cancellation.

Depending on the seriousness of the training agent’s first or second offense, the Committee is not prohibited from imposing higher level discipline up to and including revocation of training agent status.

15.8 Traveling Training Agents – The Area II Limited Energy Electrical JATC has adopted OSATC Policy #16 regarding geographical jurisdiction and traveling training agents.

Pursuant to ORS 660.120(a), the committee shall recognize traveling (visiting) contractors and their use of apprentices pursuant to the following procedures:

1. A training agent is required to be a member in good standing of a local apprenticeship committee in the geographic area where its primary place of business is located.

2. A traveling training agent is defined as an approved training agent who is working apprentices outside the geographic area where its primary place of business is located.

3. Traveling training agents must conform to the policies established by the local committee for traveling contractors.

4. Upon arrival in the foreign jurisdiction, the traveling training agent may transport registered apprentices from its home jurisdiction if appropriate arrangements have been made for related training with the approval of the committee in their home jurisdiction and subject to approval from the Area II Limited Energy Electrical JATC.

5. Should the traveling training agent choose not to transport its apprentices, the contractor shall hire apprentices from the local committee’s out-of-work list within the foreign jurisdiction. In the event there is no out of work list or there are no applicants in the pool of eligibles, the traveling training agent may either request the Area II Limited Energy Electrical JATC to post an opening to hire new apprentices or may transport apprentices from its home jurisdiction as set forth in the preceding paragraph.
6. Contractors from outside the state of Oregon who do not have a principal or primary place of business in Oregon and who are not training agents in their home state may only be recognized as traveling training agents in Oregon. The Director of Apprenticeship and Training may grant an exception to employers from bordering states if the contractor can show that the preponderance of their work is within the state of Oregon.

16.0 SELECTION PROCEDURE/POINT SYSTEM

16.1 The sponsor shall provide all unemployed apprentices an opportunity to be re-employed prior to selecting new apprentices.

The committee shall select apprentices from a ranked pool of eligibles according to the following procedures:

1. **Application notice and schedule:**
   a. The committee will establish a reasonable period of at least 2 weeks for accepting applications for admission to the apprenticeship program.
   b. Public notice of at least 30 days will be given in advance of the earliest date for application. The notice will establish the date, time and place applications will be accepted, list the minimum qualifications for the program, and provide a general description and duties of the occupations.
   c. Application information will be disseminated according to the committee's affirmative action plan.

2. **Application process:**
   a. Applications will be provided to all interested individuals at Linn Benton Community College Apprenticeship Office, 6500 SW Pacific Blvd., Albany, OR 97321.
   b. Prior to receiving an application, each applicant will sign the "Applicant Log" which will identify all applications by a log number that corresponds to the application number.
   c. All applications must be returned to the LBCC Apprenticeship Office by the specified deadline; completed applications will be date stamped when received.
   d. All completed applications will be traced to final disposition.

3. **Verification of minimum qualifications:**
   All applications and supporting documentation will be reviewed for minimum qualifications.

4. **Non-qualified applicants:**
   a. Applicants who do not meet the minimum qualifications will be notified in writing; notification will include the reasons for rejection, the requirements
for admission to the eligibility pool and the appeal rights available to the applicant.

5. **Pool of eligibles:**
   a. Qualifying applications will be scored and ranked based on the point system detailed on the attached list. These individuals will be then placed in a pool of eligibles in rank order and retained on the list for a period of 2 years.
   b. Individuals may be removed from the pool at an earlier date by their request or following their failure to respond to an apprentice job assignment provided through the placement process.

6. **Placement process:**
   a. Apprentices shall be placed in employment in a descending order based upon their rank order. The highest-ranking apprentice shall be the first apprentice placed. The sponsor will complete the apprenticeship agreement and submit it to the registration agency within 90 days of the agreement date.
   b. Apprentices who have gained at least 1,000 hours OJT within the past five years in a limited energy or restricted energy apprenticeship program registered with the OSATC shall be permitted to return to the program, as far as practical. They will be allowed to resume their training where they left off; instead of reentry as a beginning apprentice, regardless of their place on the ranked list, providing the apprentice meets the current minimum qualification and makes application during an open enrollment period. These apprentices shall be provided direct placement when a training agent agrees to sponsor them in the apprenticeship program.
   c. Out of work apprentices will be re-employed, as far as practical, prior to new apprentices being registered into the program.
   d. If an employer has not participated in the training of an apprentice under ORS chapter 660 for at least two years prior to seeking entry or reentry into the apprenticeship program, the employer may select from those bona fide employees who have been on the employers payroll for a least three months prior to the employers application for an apprentice and who meet minimum qualifications for entry into the program may be brought into the program. Once the initial selection of apprentices has been made, the employer is thereafter restricted to selection from applicants in the ranked pool of established eligibles.

16.2 **Application Point System** – Qualifying applications will be reviewed and scored according to the following point system. Points will not be given unless the applicant provides written documentation (letters from employers on company letterhead, DD214, course certificates, school transcripts, etc.)

1. Valid Driver’s License 3 Maximum points
2. High School Education 12 Maximum points

High School Diploma
- GPA less than 2.49 – 6 points
- GPA 2.5 to 2.99 – 8 points
- GPA 3.0 to 3.49 – 10 points
- GPA 3.5 to 4.0 – 12 points

GED – 4 subjects, minimum score of 145 per subject, total of 580 or higher to pass GED
- Total Score 2250 to 2600 – 4 points
- Total Score 2601 to 2950 – 6 points
- Total Score 2951 to 3300 – 8 points
- Total Score 3301 to 3650 – 10 points
- Total Score 3651 to 4000 – 12 points

Old GED Score Spread (Prior to 11/2016)
Old GED (Prior to 11/2016 – 5 tests, maximum score per test 800, minimum to pass a test 410
- Total Score 2250 to 2600 – 4 points
- Total Score 2601 to 2950 – 6 points
- Total Score 2951 to 3300 – 8 points
- Total Score 3301 to 3650 – 10 points
- Total Score 3651 to 4000 – 12 points

3. Math Classes 6 Maximum points
- With a C or better in a graded class and a Pass in non-graded class per quarter credit or equivalent
  Advanced Algebra, Calculus, Geometry, Trigonometry = 3 points

4. Work Experience 5 Maximum points
- General 1,000 hrs = 1 point

5. Work Experience 10 Maximum points
- Occupational related 1,000 hrs = 2 points

6. Military Experience 5 Maximum points
- General 1,000 hrs = 1 point
- Occupation Related 1,000 hrs = 2 points
7. Education related to Occupation 14 Maximum points
   With a C or better in a graded class and a Pass in
   non-graded class per quarter credit or equivalent = 2 points
   (AC/DC electricity, fundamental electronics, electrical
   wiring, blueprint reading.)

Total Possible Points 55 Maximum points

17.0 EQUAL EMPLOYMENT OPPORTUNITY, HARASSMENT AND AFFIRMATIVE
    ACTION

17.1 Equal Employment Opportunity – Committee members and training agents or
    representatives who act on behalf of committees or training agents shall provide equal
    opportunity in the recruitment, selection, employment, training, and discipline 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.

17.2 Harassment – Committee members and training agents or representatives who act on
    behalf of committees or training agents shall 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.

17.3 Affirmative Action – The committee will take affirmative action to provide equal
    opportunity in apprenticeship. The committee will review and up-date its Affirmative
    Action Plan annually.

18.0 APPRENTICE GRIEVANCES/COMPLAINTS/DISCIPLINE/TERMINATION

18.1 Grievances – Grievances related to action of the Committee must be submitted
    within six (6) months of the occurrence. Grievance must state the matter at issue as
    fully as possible. Grievance of committee action submitted after the six (6) month
    period may be waived without response. Grievances with the employer must first be
    submitted to the respective employer, or bargaining unit – if one exists. If unresolved
    at that level, such grievances may be submitted to the Committee with a copy of the
    written disposition of the grievance.
18.2 Complaints – An apprentice who would like to file a complaint concerning terms and conditions of their apprenticeship; must obtain, complete and return the Formal Complaint Form. Forms are available, and should be returned to, the LBCC Apprenticeship Office.

Complaint forms will be reviewed and investigated by the Complaint Resolution Sub-Committee. The committee will contact all involved parties and conduct interviews as needed. If the sub-committee finds that the complaint has merit, the procedure outlined in 15.7 will be followed.

18.3 Disciplinary Action – Disciplinary actions may be taken by the Committee for infractions of these rules, or the provisions set forth in the apprenticeship agreement or standards. This may include, but is not limited to, the following:

1. Warning of deficiency and specific improvement expected.

2. Performance standards being established, including time frame for compliance.

3. Cancellation from the apprenticeship program. An apprenticeship agreement may be cancelled when an apprentice:

   a. Fails to submit timely monthly progress records.
   b. Fails to enroll in and attend related training classes and submit documentation.
   c. Fails to maintain passing grades in related training.
   d. Receives unsatisfactory employer evaluations.
   e. Is terminated by the employer to whom they are indentured.
   f. Is permanently assigned to work at a different classification or occupation.
   g. Voluntarily leaves the trade, or jurisdiction of the Committee.
   h. Requests cancellation of the apprenticeship agreement.
   i. Violates other reasonable, legitimate and established industry or company standards, if such violation will adversely affect the quality of training required by the industry concerned.
Acknowledgement of Receipt of Policies and Procedures

Area II Limited Energy Electrical JATC

I acknowledge receipt of a copy of the Area II Limited Energy Electrical JATC Policies and Procedures.

This handbook contains policies and regulations that apply to me as an apprentice and by which I agree to be bound. I further agree to be bound by any amendments that may be legally adopted by the Committee and communicated to me.

Apprentice signature: ________________________________
Print name: ________________________________
Date: ________________________________

Apprenticeship Agreement #
(To be entered by Committee Administrator)

This handbook contains policies and regulations that apply to me and my company as a Training Agent and by which I/we agree to be bound. I/we further agree to be bound by any amendments that may be legally adopted by the Committee and communicated to me/us.

Training agent signature: ________________________________
Print name: ________________________________
Company name: ________________________________
Date: ________________________________