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POLICIES AND PROCEDURES

1. Committee Composition: (ORS 660.135)
   1.1. The Committee shall consist of one principal employer and one principal employee representative for each trade represented by this committee.

   1.2. Alternate committee members: There may be one alternate committee member for each principal committee member.

2. Elected Positions: (OAR 839-11-350)
   - Chair
   - Secretary
     These positions are filled by opposite representation, employer/employee.

   2.1. Officers shall be elected for a two-year term. Terms begin in January of even years.

   2.2. 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.

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

   2.4. Removal of committee members: Committee members may be removed for inactivity, or failure to abide by ORS 660 or the Policies and Procedures of this committee.

   2.5. A member who fails to attend (3) consecutive committee meetings will be deemed inactive.

3. Meeting Schedule
   3.1. Committee meetings are held in January, April, July, and October. The actual date of the next regular meeting will be designated and announced at each Committee meeting.

   3.2. Apprentice re-rates will be considered in January and July.

   3.3. Requests to be placed on the agenda should be submitted to the Committee's mailing address no later than (10) days before the meeting.

   3.4. Electronic meetings will be held on an as needed basis on the third Wednesday of off-cycle months in accordance with ORS 660.137(5). Committee members will have until noon of the following Friday to respond.
4. **Committee Responsibilities**

   ORS 660.137 - 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 Standards for the local program 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 provisions of this chapter, and with the rules and policies of the council. Particularly, the 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 Apprenticeship Council appropriate requests for changes in areas of study for the instruction of apprentices; and

       (c) Be responsible for apprentices receiving necessary on-the-job and related instruction, and for all apprentice 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 advanced 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, 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 Division of the Bureau of Labor and Industries of the action 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, which may include appropriate testing.

   (5) 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 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;
and 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, provisions of this chapter or the policies of the council.

(6) Annually determine the average journey level hourly wage for the purposes of ORS 660.142 and submit to the Director of the Apprenticeship, along with a statement explaining how such 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 the established journeyman hourly rate of wage current and correct. The committee shall retain all records from which a wage determination was made, as required by law, for inspection by the council. Average wage will be determined based on a numerical average of stated wages on returned surveys.

5. **Apprentice Responsibilities**

This section corresponds to the following policies in the Standard:

(B) Apprentices can only work for approved training agents as approved by the Committee and must record and submit on-the-job training hours.

(G) The Committee will take corrective action for any failure to satisfy program requirements.

5.1. This Committee is responsible under State Law for your apprenticeship program. A part of that responsibility is shared by you, the apprentice, to cooperate with the Committee during the development of your career. As a part of this responsibility, you are hereby advised of the expectations and procedures concerning monthly progress reports, evaluation reports and citations.

5.2. Apprentice applicants must be present at the committee meeting for their application to be considered. Non-electrical applicants who are indentured will have their agreements effective the day following the committee meeting. The agreement date for electrical apprentices is the date shown on their Apprentice Electrician license. All apprentices will begin their related training classes at the beginning of the school term that follows their indenture (e.g. fall, winter, spring). All apprentices are evaluated for advancement in the apprenticeship program at the January/July committee meeting with effective dates of February 1st/August 1st. Working for an employer not approved by this committee may result in cancellation of the apprentice's agreement.

5.3. If a canceled apprentice is brought back to active status by the original training agent within six months of cancellation, committee action will be considered a “reactivation” of the apprentice. Reactivation does not require the apprentice to be present at a committee meeting.

5.4. Monthly Progress Reports (MPR):

(a) Complete the MPR on the last day of each month, whether or not you are working.
(b) Make a copy for your records.

(c) Submit the form so that it reaches the Apprenticeship Office by the 15th day of the following month. Any apprentice with two (2) or more late MPRs in any six month period will be cited to appear before the committee.

(d) Mail the MPR to: Linn-Benton Community College
Apprenticeship Office
6500 Pacific Blvd. SW
Albany, OR 97321

OR

Fax the MPR to: Linn-Benton Community College
(541) 917-4605

(e) Any apprentice missing MPR’s at re-rate time will be held in grade and sent a "Notice to Appear" at the next Committee meeting.

(f) You must keep the LBCC Apprenticeship Office informed of address changes. Failure to keep your address current may result in a “Notice to Appear”.

5.5. Discipline: Apprentices are required to meet their obligations as outlined in these Policies and Procedures and in the apprenticeship standards for their occupation. Failure to do so may result in disciplinary action by the committee.

After the probationary period (first 1,000 hours) the apprenticeship agreement may be canceled at the request of the apprentice or by action of the Committee. The Committee may suspend, cancel or terminate the agreement for good cause with due notice to the apprentice and a reasonable opportunity for corrective action.

(a) An apprentice who receives a “Notice to Appear” from the Committee is expected to attend the next scheduled Committee meeting. If an apprentice cannot appear for some serious reason, the apprentice must send a letter to the committee that
  • Clearly states the reason why s/he cannot attend
  • Responds to the reason for the “Notice to Appear”

(b) Apprentices who fail to appear and fully respond to the Committee may be issued a “Proposed Cancellation Notice”.

5.6. A "Proposed Cancellation Notice" requires the apprentice to appear IN PERSON, and show cause why they should not be cancelled from the Apprenticeship Program.
An apprentice cancelled for cause will not be permitted to register in this program for a minimum of one (1) year from the effective date of cancellation.

5.7. Evaluation Reports:

(a) Every six months, your employer is to evaluate you on your past performance and make the evaluation known on the appropriate work progress report form (MPR). MPR's for the full six (6) month period under review - filed timely, on a month by month basis - are required to qualify for re-rate action.

(b) Your employer's failure to make this evaluation will cause you to lose a possible advancement in the program and may require you and your employer to attend the next Committee meeting to explain.

5.8. After the apprentice has been indentured, there will be a mandatory “Orientation for Apprentices” class at Linn-Benton Community College. The apprentice will be notified to attend the next scheduled orientation. At the orientation, the apprentice will be given information and documents to assist in the successful completion of the apprenticeship program. After reviewing the Policies and Procedures document, the apprentice must sign the “Acknowledgement of Receipt” which will be kept in the apprentice’s file.

6. Administrative Fee Policy

Training agents and the Committee are responsible for the administrative cost and expenses associated with the operation of their program. Neither the Committee nor a training agent may charge apprentices to support the administrative, clerical or organization 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 industrial sponsored education facility.

7. Related Training (RT)

This section corresponds with the following policies in the Standard
(C) Apprentices must attend and satisfactorily complete classroom instruction as directed by the committee.

7.1. Related training, as scheduled by the Committee, requires a minimum of 144 classroom hours per year. Classes are held at Linn-Benton Community College. The committee must approve any exceptions.

7.2. Attendance: Each apprentice will attend related training classes when scheduled.
7.3. Each apprentice must successfully complete an appropriate related training course each term (fall, winter, and spring).

7.4. An apprentice must earn a grade of “C” or better or a “P” in a Pass/No Pass class to receive related training credit.

8. **Advancement/Re-rate Policy**
   
   *This section corresponds to the following policies in the Standard*

   (E) The Committee will regularly review and evaluate the progress of each apprentice as to job performance and related instruction.

   (F) The Committee will advance apprentices to the next level in the wage progression when they demonstrate the required knowledge, skills, and abilities.

8.1. Advancement/Re-rate is considered twice yearly in January and July. This also applies to consideration of recovery of re-rates lost because of a previous "Hold". The Committee is under no obligation to restore a lost re-rate. An apprentice who has been held as a result of his/her own failures must (time permitting) establish a long-term track record of corrective action before requesting recovery of the lost re-rate.

8.2. A minimum of 800 hours of OJT is needed for each re-rate. Instructor's evaluation for classroom training, as scheduled by the Committee, is needed for re-rate.

8.3. **Upgrading**

   (a) Apprentices in a non-licensed occupation may be upgraded (advanced more than one period) at any Rerate meeting, for extraordinary progress in acquiring the requisite skills and knowledge. Such requests must be recommended by a letter from the employer.

   (b) Upgrading requests will be granted at the discretion of the Committee. The apprentice will not be advanced beyond the appropriate period of apprenticeship based on the lower of the apprentice’s total related training hours or total work processes hours.

9. **Journeyman/Apprentice Ratio**

   Ratios are defined in each individual trade Standard. Ratios will be verified by submission of a ratio verification form by the training agent.

10. **License Exam**
    
    *This section corresponds to the following policies in the Standard*
The Committee will ensure that all the apprentices training satisfy the requirements of the appropriate license, referrals for license exam, when required, must come from this Committee.

10.1. Referrals for license exam, when required, must come from this Committee. An apprentice will be referred only when there is complete documentation in the apprentice’s file to show that the work processes and related training requirements have been fully met.

10.2. The Committee expects the apprentice referred to a licensing exam to pass the exam within six months, at which time the Committee will take action to complete the apprentice from the program.

An apprentice who fails to pass within six months may be required by the Committee to repeat a Codes class. Apprentices who do not pass the licensing exam within 12 months of their referral will be completed from the apprenticeship program.

11. Credit for Prior Experience

This section corresponds to the following policies in the Standard

(A) The Committee will grant credit for previous experience based on the knowledge, skills, and abilities of the apprentice.

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

- A minimum of 1,000 legally acquired and documented hours within the past five years.
- Accompanied by a request from the apprentice’s current employer

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.

12. Journeyman Certification of Experienced Millwrights

12.1. Requirements for admission to the program

Individuals with extensive experience and seeking to obtain a journeyman millwright card must submit the following items to the committee:

(a) Proof of current employment in good standing as a maintenance millwright by an approved training agent. This is to be in the form of a signed letter from the employer. Additionally, the letter must state the worker has journey-level skills and that the employer is willing to sponsor the worker for this journeyman certification program.
12.1. Program Completeness Requirements

(b) Proof of at least six (6) years paid experience in the millwright classification within the past ten (10) years that meets or exceeds the work processes identified in the program standards by obtaining a signed letter(s) from employer(s) detailing the number of hours of work experience in each work process.

(c) Proof that the individual meets the minimum qualifications for applicants as specified in the program standards. As of January 1, 2002, the minimum qualifications are:
   - At least 18 years of age
   - Graduation from high school or a GED certificate of equivalency

(d) Minimum scores of 70% on each section of the Oregon Millwright Exam. The LBCC Testing Office administers this exam. Fees associated with the administration and scoring of the exam by the college are the applicant’s responsibility.

(e) Documentation of any previous classroom instruction and other training similar to the related training requirements listed in the current program standards.

(f) Meet the minimum qualifications for an apprentice with the Mid-Willamette Industrial TATC as outlined in the committee’s Policies and Procedures item 17.1.

12.2. Program Completion Requirements

In the twelve (12) months subsequent to indenturement, the apprentice must:

(a) Remain in good standing with the committee and employer.

(b) Complete at least 96 hours of related training at LBCC with a grade of “C” or higher.  
   *The related training is to be in an area where there is an actual training need or benefit, regardless of test score.*

Within 15 working days following indenturement, the LBCC Apprenticeship Program Coordinator will identify and document which related training course(s) would be of greatest benefit to the apprentice and the rationale for selecting those courses. The coordinator will determine in which area(s) of the trade the apprentice is strongest and weakest based on the results of the Oregon Millwright Exam, any previous relevant education, and in consultation with the employer and apprentice.

12.3. Constraints

(a) The committee will not consider anyone for indenturement in this program until all of the documentation in 12.1 has been provided.

(b) Individuals who were apprentices in a registered millwright program anytime within the past ten (10) years and who failed to complete their apprenticeship are not eligible for this upgrade program.

(c) Absent documented extenuating circumstances beyond the apprentice’s control as determined by the committee, the committee will not extend the period for completion beyond the twelve (12) months specified in 12.2.

(d) Absent documented extenuating circumstances beyond the apprentice’s control as determined by the committee, an individual accepted into the upgrade program that either withdraws or is terminated by the committee may not re-apply for at least four (4) years.

(e) Examples of circumstances that typically are not extenuating include the following:
13. Employer’s Approval and Responsibilities

This section corresponds to the following policies in the Standard (H) The Committee will recognize the employer as an approved training agent when (and as long as) the employer demonstrates that it meets all qualifications established by the committee.

13.1. An employer requesting approval as Training Agent shall be furnished:

• Application form for approval as a training agent (ATD 1023)
• Apprentice application/agreement form
• Trade Standards
• Ratio Verification Form
• Monthly Work Progress Form
• Related Training Requirements
• Committee Policies and procedures
• Notice of the next Committee meeting

13.2. Employer agrees to comply with all provisions of the standards, particularly in the areas of:

• Journeyman supervision (journeymen supervising licensed trades must have equivalent or higher license;
• Adequate facilities and training conditions;
• Adequate and safe equipment and safety training;
• Payment of wages;
• Adherence to ratio (if an electrical journeyman is not available, due to illness or absence, the apprentice will have assigned non-electrical work. This work will meet work process without direct electrical application);
• School attendance, by arranging work schedule which allows the apprentice to attend classes as scheduled;
• Respond appropriately to annual wage survey.
• Affirmative Action requirements and Selection procedures
• Provide payment to LBCC, Apprenticeship Office for administration. This fee is $75/apprentice/month and a $100 application-processing fee. There is an additional $75 annual insurance fee.
13.3. New journeymen who supervise apprentices will attend the next mandatory “Orientation for Apprentices” class.

13.4. To be approved, the employer will sign the "Acknowledgement of Receipt" which is attached to this document.

14. 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 (electrical apprentices are required to meet 100% of the required work processes for their trade.) 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 must 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.

15. Complaint Resolution Procedure
This section corresponds to the following policies in the Standard
(D) The Committee will promptly and fairly resolve any complaints brought to their attention.

15.1. A training agent/training applicant or apprentice/apprentice applicant who has a dispute with the Committee must proceed as follows:

(a) Reduce the grievance to writing and submit the same to this Committee no less than (10) days before the next Committee meeting date for placement on the agenda;
(b) Attend the meeting and attempt a resolution of the dispute;
(c) The resolution will be communicated to the grievant in person and so noted in the Committee minutes as applicable.
(d) The grievant may request a non-binding review of the committee’s action by the State Director of Apprenticeship and Training.

16. Political Activity
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.

Any complaint by an apprentice regarding involuntary political activity, retaliation against an apprentice for refusal to participate in political activity or for reporting to the Apprenticeship and Training Division an attempt to require political activity, will be immediately investigated by the
Division. The Division shall report to the Oregon State Apprenticeship and Training Council the findings of their investigation for appropriate action by the Council.

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

17. Equal Employment Opportunity

This section corresponds to the following policies in the Standard:

(J) Applicants are selected from within each registered training agent’s current pool of employees and will be employed as an apprentice in accordance with the training agent’s employment process and procedure.

(K) Unemployed apprentices in good standing with the Committee will be given the opportunity for reemployment as soon as possible and prior to indenturing new apprentices.

As the sponsor of this apprenticeship program, the Mid-Willamette Industrial TATC has adopted the Equal Employment Opportunity Policy of the Oregon State Apprenticeship and Training Council which follows.

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

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/occupation, assignment of work, imposition of penalties or other disciplinary matters and other aspects of the administration of an apprenticeship program to all apprentices during their apprenticeship, according to the United States Code, Code of Federal Regulations and Oregon State Law.

17.1. Apprentice Selection Procedure

Apprentices shall be selected from within each registered training agent’s current pool of employees provided following conditions exist:

(a) The applicant has been actively employed with the training agent for at least six months and;

(b) The training agent has governing collective bargaining agreement language or;

(c) An existing promotion policy that addresses the recruitment, selection and training of apprentices.
17.2. Committee Oversight of “Good Faith Effort”
In order to eliminate the effects of past and present under-representation, intended or unintended, evident by analysis of present employment patterns, practices, or policies; the committee will take good faith efforts to diminish the effects of past under-representation of women and minority apprentices by taking the steps listed below.

(a) Before being accepted by the committee as a new training agent, an employer wishing to bring five (5) or more apprentices into the program must submit an Affirmative Action Plan and an outline of its employee and apprentice selection practices to the Oregon State Apprenticeship and Training Council for approval.

(b) The committee will track the number of apprentices by program standard employed by each training agent. When a training agent selects its fourth apprentice in a standard, the committee will inform the Oregon State Apprenticeship and Training Council. At the same time, the committee will inform the training agent that it must submit its Affirmative Action Plan before the next cut-off date for Council submittals. The training agent may register a fifth apprentice prior to the cut-off date, but not subsequently without having submitted its Affirmative Action Plan.

(c) Annually at its April meeting, the committee will record in its minutes the names of training agents having five or more apprentices in any one standard in the previous year.

(d) When the Apprenticeship and Training Division conducts an Affirmative Action Compliance Review, the Division will contact each training agent with five or more apprentices and request the training agents to provide information relating to its employment practices.

Examples of the information the Division may require include the following:
- Affirmative Action Plan(s) for time period covered by the review
- Confirmation of completed affirmative action activities
- Results of completed affirmative action activities
- Documentation regarding the recruitment and selection of apprentices including race/ethnicity and gender identification of applicants and apprentices
- Copies of apprenticeship openings that were posted or bit lists
- Company policies related to the selection of employees and apprentices
- Relevant sections from collective bargaining agreements

(e) Training agents identified by the Compliance Review Officer who failed to provide the Division with the information requested, did not actively pursue the steps in its Affirmative Action Plan, or did not follow its Council-approved selection procedures will be cited to appear by the committee in order to discuss the requirements and obligations placed on the committee and training agents by State and Federal apprenticeship regulations.
Training agents who are unable to ensure the committee of continuing good faith affirmative action effort in the selection and training of apprentices will face disciplinary action by the committee, up to and including loss of training agent status.

(f) In order to identify barriers to women and minorities, the committee will track the specific reasons why individual minority and female apprentices did not complete the apprenticeship program. The purpose of collecting this data is to develop strategies for addressing barriers to success in apprenticeship.

Annually at its April meeting, the committee will review the data from the previous year and use conclusions that can be drawn from it to update the committee’s Affirmative Action Plan. The data will be distributed to all training agents.

(g) Annually at its April meeting, the committee will review and update this Affirmative Action Plan and submit it to the Oregon State Apprenticeship and Training Council for approval.

(h) Committee members and the committee administrator will be available for individual counseling for minority and female apprentices and their employers.

(i) The committee will participate in at least one community college job fair to promote apprenticeship. If requested, the committee will supply a list of the companies affiliated with the program so that prospective apprentices can seek employment with those companies to position themselves for selection as apprentices.

(j) The committee will incorporate this affirmative action plan into its Policies and Procedures handbook which is distributed to all apprentices and training agents.

18. Harassment

It is the policy of the Oregon State Apprenticeship and Training Council that any committee member, training agent, sponsor or representative who act on behalf of committees, training agents or sponsors 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.

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 a term or condition of an individual’s employment/training;
(b) Submission to or rejection of such conduct by an individual is used as a basis for employment/training decisions affecting the individual; or
(c) Such conduct has the purpose and effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working or training environment.


19. Geographical Jurisdiction
Pursuant to ORS 660.120(2)(a), all local apprenticeship and training committees shall develop and uniformly implement a policy defining its processes and procedures for the immigration of employers and apprentices into its geographical area and jurisdiction. Each policy must contain the committee’s policy, processes and procedures addressing:

- The authorization of approved training agents domiciled in other jurisdictions;
- The portability of apprentices; and
- The hiring priority, if any, of unemployed apprentices within the jurisdiction.

The policies of each committee shall be reviewed and approved by the Apprenticeship and Training Division staff on behalf of the Council.

In the event that the Division does not approve a policy, it shall be referred to the Rules and Policy Subcommittee for review and action.

In the event there is no policy in place, the following policy is in effect:

Pursuant to ORS 660.120(2), all local apprenticeship and training committees shall approve traveling (visiting) contractors and their use of apprentices pursuant to the following procedures:

- The traveling contractor must be registered as a training agent in good standing with a committee in the geographical area where his/her principal place of business is located.
- Upon approval in the foreign jurisdiction, the traveling training agent may transport apprentices from his/her home jurisdiction if appropriate arrangements have been made for related training with the subject committee in the foreign jurisdiction.
- Should the traveling contractor choose not to transport his/her apprentices, the contractor will be required to hire apprentices from the committee’s out of work list within the foreign jurisdiction. In the event that there is not out of work list, or there are no apprentices on the foreign committee’s out of work list, the traveling contractor may either request that the foreign committee post an opening to hire new apprentices, or may transport apprentices from his/her home jurisdiction as set forth in paragraph 2.
POLICIES AND PROCEDURES

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receipt of a copy of this:

MID-WILLAMETTE INDUSTRIAL TRADES APPRENTICESHIP
AND TRAINING COMMITTEE
COMMITTEE POLICIES

The handbook contains policies and regulations which apply to me, 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.

EMPLOYER ________________________________

EMPLOYER SIGNATURE: ________________________________

Print Name: __________________________________________

Date: __________________________________________

APPRENTICE SIGNATURE: ________________________________

Print Name: __________________________________________

Date: __________________________________________