

AREA I
PAINTER APPRENTICESHIP

POLICIES/PROCEDURES
MA# 1056

*Apprentices and Training Agents
please read and sign the back page
and return the page to:*

Area I Painters' JATC
15800 SW Boones Ferry Rd.
Suite B-3
Lake Oswego, OR 97035

Supersedes all previous Policy Handbooks published by the Area 1 Painters JATC.

INTRODUCTION

Welcome to the painting trade. You have chosen a worthwhile and rewarding occupation.

During the next three years of apprenticeship you will receive on-the-job training and schooling to prepare you to become a journey worker painter.

A committee composed of local painting company employers and journeymen painters, otherwise known as the Joint Apprenticeship Training Committee (JATC) administers this program. The day-to-day administrative duties for the program are handled by West Coast P. M. Services, Inc., at 15800 SW Boones Ferry Road, Suite B-3, Lake Oswego, OR 97035. A representative from the State of Oregon Bureau of Labor and Industries Apprenticeship Training Division is occasionally present at meetings.

It is our desire as the JATC to offer the best program possible so you can become the finest journey worker that you are capable of becoming. Work hard and diligently on the job, listen carefully to the journey worker's instruction, and observe his/her work. Treat him/her with respect as he/she is taking time out of his/her work to instruct you. You will find that you can learn something unique from each and every journey worker.

Apply yourself in the classroom. This additional technical instruction will enhance your knowledge in areas sometimes not covered on the job.

Adhere to the policies and instructions that follow and you will progress through the program like clockwork.

With sincere regards,

The Area I Painter JATC Committee

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AREA 1 PAINTERS JATC

1. **General Responsibilities of Apprentices**

- A. All painter apprentices will be registered to this committee which will act as the employer's agent in administering this program. Apprentices will not be indentured to individual contractors.
- B. The Area 1 Painters JATC meetings are held quarterly at:

Area I Painters Apprenticeship office
15800 SW Boones Ferry Rd. Suite B-3
Lake Oswego, Oregon 97035
(503) 675-0548

2. **Probationary Period:**

- 1. The first 1000 hours of OJT in the Area I Painters JATC apprenticeship program is the probationary period.
- 2. The JATC can terminate an apprentice during the probationary period if the following criteria are not met:
 - a. Progress in related training
 - b. Maintain employment
 - c. Positive employer monthly reports regarding OJT
 - d. Follow all policy requirements

3. **Monthly Work Progress Reports (MPRs)**

Apprentices will submit properly completed and signed reports to the JATC office by the 10th day of each month. Originals only--faxed copies cannot be accepted.

- 1. Type or print with pen (no pencils please)
- 2. Complete EVERY question
- 3. TOTAL all figures and check your math.
- 4. Make sure that your supervisor/employer answers the questions, signs the bottom, and dates the form.
 - MOST IMPORTANT - Make a copy for your records.
 - Work progress reports must be turned in even if you are unemployed or not attending school (summer vacations).
 - Any apprentice missing one or more monthly reports shall be sent a Notice to Appear/Proposed Cancellation.

4. **Notice to Appear/Proposed Cancellation/Final Cancellation /Disciplinary Process (appearances, holds, final cancellation)**

- 1. Notice to Appear by the JATC requesting your appearance at a meeting means you must attend unless the problem is resolved prior to the meeting date and you are excused by a JATC member or the program coordinators.
- 2. Failure to appear or correct the problem will result in your being issued a Proposed Cancellation. Your attendance is then mandatory.
- 3. You may be issued a Final Cancellation at the next meeting of the JATC if you fail to appear as requested for a Proposed Cancellation.

5. **Contact info changes**

An email must be sent to the JATC for the following reasons:

- 1. You are out of work (your name will be put on the "Out of Work" list)
- 2. You are changing employers
- 3. Your address or email changes *
- 4. Your telephone number changes *

All apprentices who wish to address the committee will need to be noted on the meeting agenda. This can be accomplished by submitting a buck slip with an explanation to the committee with the following information:

5. Request to be placed on the agenda with reason for request.
6. All agenda items must be in the JATC office ten (10) days before the regularly scheduled meeting.

* The apprentice shall be held responsible and may be cancelled from the program, if the committee cannot contact them due to a wrong address or phone number in his file.

6. Employment Policy

- A. It shall be the responsibility of the apprentice to maintain consistent employment with an approved training agent and attend all assigned related training.
- B. The apprentice shall be held responsible if he/she is not working for an approved training agent. OJT hours accumulated while working for a non-training agent will not be counted.
- C. An apprentice painter may be permitted to own, manage, or supervise the company or firm where the apprentice receives on-the-job training apprenticeship hours. Certain provisions apply.
- D. You will not "moonlight or work on the side" in a trade related industry.

7. Changes in Employment

1. The JATC maintains a list of approved training agents and a list of apprentices looking for work. Apprentices on the out-of-work list will be offered employment opportunities before applicants are taken from the applicant pool as stated in the selection plan.
2. Before the apprentice accepts employment from any employer or changes employment, he must first contact the JATC (telephone and Buck Slip). After the committee has determined that the employer is an approved training agent, the employer's apprentice/journey worker ratio is correct, and related documents are in order, then the employment transfer may be approved.
3. Apprentices should not change or leave an employer without notifying the JATC. Written notification must be received in the JATC Administrator's office within two days of the actual change. The notice will be a Buck Slip naming the new employer. Failure to give proper notification will result in the apprentice not being allowed credit of OJT hours past the last day of employment with the previous employer.
4. An apprentice who is terminated by a training agent will be cited to appear before the committee.
5. Training agents will notify the JATC in writing immediately following termination of an apprentice.

8. Ratios (OAR839.011.0142)

The ratios of journeymen to apprentices are as follows:

First apprentice: 1 journey worker to 1 apprentice

Each additional apprentice: 3 additional journey worker for each additional apprentice

9. Credit For Previous Experience-

The committee will grant credit for previous experience in accordance with its published procedure

- A. New Applicant to the Program:
 1. An initial apprentice applicant may be granted conditional credit for documented, legally obtained experience. Credit will be revoked if the apprentice fails to complete or show equivalent skills at the classes required.
 2. Documentation or experience may include oral or written examination at the discretion of the committee. The probationary period remains in effect.
 3. A notarized letter from an available former employer, on company letterhead, bearing the owner's signature. This letter must document the amount of legal time worked for that employer, and detail the type of work done and the amount of time spent in each area.
 4. Transcripts and military records where applicable.
 5. A letter, on company letterhead, from the current employer, bearing the owner's signature, stating that the employer is aware of, and concurs with the apprentice's request.

10. School Registration Policy

- A. Apprentices are required to register on the date established by the JATC. Failure to register at the prescribed times shall result in a notice to appear before the committee to show cause why the apprenticeship agreement should not be terminated.
- B. Apprentices attend class a minimum of 144 hours each year.

11. School Absences-No more than 2 absences per year

12. Related Training Classes:

- A. Apprentices shall attend all related training as prescribed by the JATC. Apprentices shall maintain "C" or better grades. Classes with a grade of "D" or less shall be repeated at the apprentice's time and expense.
- B. Apprentices will not be allowed to "double up" or take extra-related training classes without permission of the JATC.
- C. Specifically, which classes can be challenged shall be left to the discretion of the committee.
- D. Apprentices attend class a minimum of 144 hours each year.

13. On the Job training requirements

- A. The JATC will periodically review progress reports to assure that apprentices are receiving hours in each work process. If not the JATC will notify the training agent that the apprentice needs hours in that particular work process.

14. Rerate Policy (Advancement)

- A. Advancement (rerating) in the apprenticeship program is not "granted" to any apprentice; it must be earned. Each apprentice is expected to advance in the program, with rerating at six-month intervals on October 1st and April 1st only.
- B. Every apprentice will advance in the program only if the following areas meet the committee's approval:

- 1. 1. "On the job" training time (OJT) -- Each apprentice is expected to accrue a minimum of 1,000 OJT hours during each six (6) month time period. Apprentices will be considered for a rerate if 900 hours have been reached per period and all other required policies been met. You can chart your own progress based on the following information:

OJT hours - to be considered for rerate from:

1st to 2nd period -Minimum of1,000 OJT hours

2nd to 3rd period -Minimum of..... 2,000 OJT hours

3rd to 4th period -Minimum of..... 3,000 OJT hours

4th to 5th period -Minimum of4,000 OJT hours

5th to 6th period -Minimum of..... 5,000 OJT hours

6th to completion -Minimum of6,000 OJT hours

- 2. Work progress reports - Any apprentice delinquent in more than one (1) report shall not be considered "current" or eligible for advancement.
- 3. Employer evaluation section of the work progress report - submitted by the apprentice to the employer. The employer's evaluation must be favorable for the apprentice to be considered eligible for advancement. The authorized employer representative must sign the WPR.
- 4. Related training, attendance and grades - submitted by the instructor. Each apprentice must be properly registered and maintain class attendance in accordance with the absenteeism policy. Apprentices not receiving a passing grade ("C" or better) will receive a hold notice.
- 5. Notices to appear or proposed cancellations—If an apprentice receives two (2) or more citations during the six-month period between rerates, they will automatically be held in their current period at the next rerate.

- C. Failure to advance in the program may be considered by the committee as cause to recommend cancellation of the apprentice's registration agreement. The committee may grant a leave of

- absence or a cancellation with credit.
- D. If an apprentice is held at their last rate for policy violations or short hours they be rerated for the previous term plus the current term (two periods) provided there were no further violations of committee policies, the preceding six months.

15. Completion Requirements:

The committee will recommend the apprentice to journey status when the following requirements are met:

1. 6000 OJT hours of well-rounded work experience as outlined in the standards.
2. Must be in at least the 6th period.
3. Employer's evaluation.
4. Monthly progress reports correctly completed and current.
5. All required related training courses completed with passing grades.

16. Training Agent/Out of Area Training Agent Qualifications

- A. Submit a completed training agent application form
1. Proof of worker's compensation and general liability insurance
 2. Current Contractor's Board Registration Number
- 3. Appear in person before the JATC at a regularly scheduled meeting**
- B. Licensed Painting Contractors must have been in business under their present business name at least one (1) year prior to applying for approval as a training agent.
- C. New and reinstated contractors are expected & required to train and retain an apprentice for a period of 1 ½ years (18 months). This is equal to 50% of the time required to train an apprentice in the painting trade. Failure to abide by this requirement will result in the employer's training agent status being revoked for two years. Apprentices that are cancelled by the committee for cause will not be held against the TA.
- D. If bringing in your own employees as apprentices they must have worked for you for 90 days.**
- E. Responsibilities of Employers:
1. Employers will be furnished a copy of the standards and policies for the painter apprenticeship program and must agree to comply with its provisions; and after signing receipt of this committee policy, copies will be put in employer's file, and apprentice's file, respectively. (Please sign and return the last page.)
 2. There must be an authorized employer representative from each firm who's name and signature is recorded with JATC. The employer representative must be aware of policy standards and is responsible for filling in the employer evaluation section of the monthly progress reports and signing them.
 3. The employer should strive to offer the apprentice a full spectrum of training per the work processes in the standards. Apprentice to complete 50% of hours in work processes.
 4. Supervision: Approved employers will make sure their apprentices are directly supervised by a journey worker in accordance with the ratio standards of the JATC and the supervision policy. (See #8 "Ratios".)
 5. The journey worker shall be immediately present on the site of the work and within easy access for supervision of the work processes. An apprentice must never work without supervision.
 6. Training agent must notify the coordinator in writing within three days when an apprentice's employment is terminated.
 7. Training agents must meet the following requirements in order to hire currently enrolled apprentices:
 - o Liability and workmen's compensation insurance.
 - o Current Contractor's Board Registration number and Oregon Business License number.
 8. The committee may permit an apprentice to own, manage or supervise the company or firm where the apprentice receives their on-the-job training, provided the following conditions are met:
 - Periodic checks are made of approved training agents to ensure that there are qualified training personnel and there is adequate supervision on the job.
 - Confirm that there is suitable equipment and facilities for training and supervision.

- Complete safety training for apprentices on the job.
- Prepare a daily journal to attach to the monthly progress report that specifies when the apprentice is receiving on-the-job training vs. managing the company (i.e. preparing bids, scheduling jobs, approving payroll, etc.)
- Provide apprentice and journey worker timesheets and job cards when requested by the committee.

Should the committee find that the training agent is deficient in fulfilling its responsibilities, the committee may then revoke the employer's training agent status.

D. Discipline

1. Area I JATC may impose the following penalties if a training agent does not adhere to the Area I Painter JATC policies. This is a guideline and all violations are up to the discretion of the JATC.

Training Agents will be sent a notice to appear for each violation plus the following:

- 1st Violation-Letter of disciplinary action
- 2nd Violation-Actions which may include up to 6 mo. disciplinary probation
- 3rd Violation-Actions which may include up to 1 yr. disciplinary probation and a hold on new apprentices.
- 4th Violation-Actions which may result up to a 1-year cancellation of training agent status.

Application Process

1. Applications must be made during advertised program openings unless entering under a qualifying exception. Applicants must meet all the minimum qualifications of the program as listed in the current standards. Selection is by ranked pool. Applicants will be sent to prospective employers in ranked order.
2. Former apprentices who apply during a program opening will be accepted if they meet the current minimum qualifications. They will be placed at the top of the list.
3. Applicants will not be placed in the ranked pool until they attend an orientation meeting.

18. Leave of Absence/Suspension

A leave of absence will be granted on an individual basis. An apprentice may not accumulate any OJT while they are on a leave of absence. A leave of absence/Suspension will be granted for a maximum of one year.

PLACEMENT AND REMOVAL OF APPLICANTS FROM A POOL OF ELIGIBLES

1. Applicants who have been placed in a pool of eligibles shall be retained on list of eligibles for selection for two years from date of application.
2. Applicants may be removed from the list at an earlier date by their request; or
3. Failure to respond to an apprentice job opportunity referral by the apprenticeship office.
4. Applicants who have been accepted in the pool of eligibles shall have 24 hours to respond to a job referral.
5. Applicants who fail to respond to or refuse two job opportunities shall be requested to attend the next JATC meeting to explain why they should not be removed from the list. Failure to appear will result in removal from the list.
6. Applicants will be removed from the list if address and phone number are not kept current with apprenticeship office.
7. When the list is six months old, each applicant will be mailed a certified letter asking if they wish to remain on the list or be removed. Those who do not respond will be removed from the list.
8. All applicants shall be treated equally in determining job opportunities.
9. Upon written request, the committee will restore to the list an applicant who has
10. been removed from the list at their request providing the applicant's application is less than two years old.
11. Upon written request, the committee may restore to the list an applicant who has been removed from the list for failure to respond to a job opportunity providing the applicant has not previously been removed and returned to the list.

EQUAL EMPLOYMENT OPPORTUNITY

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

The sponsor will 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 40 years old or older. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

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 all other aspects of the administration of an apprenticeship program to all apprentices during their apprenticeship.

COMPLAINT RESOLUTION PROCEDURES

1. **Apprentices and employer/training agents are** encouraged to resolve disputes between themselves. If the problem is not resolved on this basis either party can make a written complaint to the committee administrator no later than ninety (90) days from the date of the incident. The matter will be reviewed by the committee at the next scheduled meeting. Both parties will be cited to the committee meeting. The committee must make a written decision within ninety (90) days from the date the matter was heard. Either party has a right to file a complaint with the Bureau of Labor and Industries Apprenticeship and Training Division after receiving the decision of the committee.
2. **Apprentice or training agent who has a dispute with the committee** should first try to resolve it by contacting the committee administrator or committee chair as soon as possible to make sure there is not a misunderstanding. If they still feel aggrieved, they must file a written complaint to the committee. The committee will review the complaint at the next scheduled meeting. The committee must make a written decision within ninety (90) days from the date the matter was heard. If the apprentice or training agent still feels aggrieved, they can file a written complaint with the Bureau of Labor and Industries Apprenticeship and Training Division.
3. *See Area 1 Painter Standard X. 5.*

HARASSMENT POLICY

It is the policy of the Area 1 Painters that any committee member, employer/training agent, instructor or representatives who act on behalf of committee 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 constitutes harassment when:

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

Area I Painters' JATC

Apprentice:

Please sign the top half of this page and have your employer sign the bottom half. Send this page only to the JATC within thirty days.

Area I Painters' JATC
15800 SW Boones Ferry Road Suite B-3
Lake Oswego, Or 97035

I acknowledge receipt of the Policies, have read them as instructed by the JATC and I understand my responsibilities as an apprentice.

Signature of Apprentice _____

Print Name _____ Date _____

Training Agent:

I acknowledge receipt of the Policies of the Area I Painters' JATC. As a training agent I understand the rules and regulations that I am expected to follow regarding my responsibilities as a training agent and my apprentice's responsibilities to the program.

Company Name _____

Signature of Employer _____
(or authorized employer representative)

Print Name _____ Date _____