

# Apprentice Handbook

Oregon/SW Washington/NW California Plumbers and Steamfitters  
Joint Apprenticeship and Training Committee

Accredited as the:

UA Local 290 College of Mechanical Systems and Technology



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# Introduction

## Our Mission

The mission of the UA Local 290 College of Mechanical Systems and Technology is to train highly qualified, skilled and marketable Plumbers, Steamfitters, and HVAC/R Technicians for the industries. We are dedicated to developing professionals who bring expertise, character and a sense of teamwork to the clients we service and the contractors who employ us.

## The JATC

Greetings from the JATC,

The Oregon SW Washington NW California Plumbers & Steamfitters Joint Apprenticeship and Training Committee will hereafter be referred to as the JATC. The JATC welcomes you to your apprenticeship and wishes you a successful and rewarding training experience.

The JATC exists for setting policies which will direct and guide you through the learning process known as apprenticeship. They are charged with the responsibility to maintain integrity and high standards of the trade. They are concerned with making you a journeyman who will be a credit to the JATC, our contractors, the Union and yourself. It is their duty to impose certain rules and regulations which will ensure that these high standards are met.

The JATC consists of equal representation from Management and Labor. Its members are chosen from among the following groups:

Plumbers, Steamfitters, and HVAC/R Technicians – U.A. Local 290 Union

Plumbing & Mechanical Contractors Association – PMCA

The JATC presents you with this handbook that addresses our MA1071 Steamfitter, HVAC/R and Plumbing apprenticeships and our MA1043 Metal Trades apprenticeship who are training in the state of Oregon. This handbook will communicate rules, guidelines and other information you will need to know in order to have a successful experience.

# The Training Center

## **Accreditation and Licensure**

Oregon/SW Washington/NW California Plumbers & Steamfitters JATC has standards of apprenticeship on file with the Oregon State Bureau of Labor and Industries, Apprenticeship Training Division.

Inquiries regarding this registration should be addressed to:

The Bureau of Labor and Industries, Apprenticeship Training Division

1800 SW 1st Ave # 500

Portland, OR 97201

[www.boli.state.or.us](http://www.boli.state.or.us)

1-971-245-3844

UA Local 290 College of Mechanical Systems & Technology has achieved accreditation with the Council on Occupational Education. Inquiries regarding accreditation may be addressed to:

The Council on Occupational Education 7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350 [www.council.org](http://www.council.org)

1-800-917-2081

## **Hours of Operation**

In the Tualatin Training Center, apprentice classes are held from 7:00 a.m. until 3:30 p.m. Monday through Friday. The Tualatin Training Center offices are open from 7:00 a.m. until 4:30 p.m. Monday through Friday.

Apprenticeship classes in the Outlying Training Centers are held from 5:00 p.m. to 8:00p.m. Monday through Thursday.

Journeyperson classes in all Training Centers are scheduled on evenings and weekends. Class schedules and information about registration can be found on the 290tech.edu website.

The Training Center is closed in observance of several holidays per year. Holidays and closures are listed on the front page of the 290tech.edu website.

## **Your Apprenticeship**

The JATC has developed unique training designed to achieve the highest standards of performance in our trades. The successful completion of this training will provide the support required for the apprentice to have a successful career and multiple opportunities within the industry.

Your apprenticeship is primarily funded by the contractors, and the members represented by UA Local Union 290, through direct contributions from the wage package. Every member of UA Local Union 290 has committed to your education, to ensure the high standards of excellence and our ability to provide the highest quality of work to our employers.

Your apprenticeship will be free from discrimination because of race, sex, color, religion, national origin, age, disability, sexual orientation or other protected reasons. The JATC will provide equal opportunity in the apprenticeship and will operate the apprenticeship program as required by the rules of the Oregon State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. Likewise, apprentices are expected to follow the rules prohibiting discrimination and harassment in their workplaces and the classroom.

# Apprentice General Information

## Registration

An apprentice's registration date is the date on the signed apprenticeship agreement.

## Probationary Period

The probationary period shall be the first 2,000 hours of on the job training hours of employment, or one year after signing your registration agreement, whichever is shorter. During this period, the JATC can cancel an apprenticeship agreement for any reason.

## Job Placement + On the Job Training (OJT)

Apprentices are automatically dispatched to a contractor for on the job training, referred to throughout this handbook as OJT. The Dispatch Policy is outlined in more detail later in this handbook.

Once an apprentice has completed their apprenticeship and has been re-rated to journeyman status they will be dispatched by the union.

## Apprentice Communication

Apprentices are issued a 290tech.edu email address when they start their apprenticeship. Apprentices are expected to use their 290tech.edu email, personal phone number and current mailing address for all apprenticeship-related communication. Apprentices cannot refuse any correspondence from the Training Center. Email, mail and phone calls should be promptly retrieved/received and responded to.

Apprentices are expected to notify the Training Center of any changes to their address or personal phone number as soon as possible. The JATC will not communicate with apprentices through their personal email addresses.

Failure to keep the Training Center notified of personal phone number and address changes may result in loss of job opportunities, unnecessary delays in receiving



important correspondence, re-rates or may even result in disciplinary action by the JATC.

## Unemployment Benefits

Apprentices may file for unemployment benefits in the state where they reside anytime they are not working. This includes weeks when an apprentice is participating in Day School. Unemployment benefit programs are solely managed by the state government. The JATC has no role in determining anyone's eligibility for benefits. The Training Center will assist apprentices with paperwork necessary to complete their application for benefits.

## Transfer Between Trades

Apprentices who wish to transfer to another trade within the UA 290 apprenticeship programs must go through the admissions process for that trade (e.g. transfer from plumbing to HVAC/R). In some cases, they may be approved to transfer in by the JATC as an exception in the State Standards. OJT hours and some supplemental related training will not transfer; safety classes and general studies classes can be transferred to another program.

## Advisement

Program Coordinators are available to apprentices for consultation on their progress, professional development, and remediation requirements.

The administrative staff and Human Resources are also available to answer questions, provide general advice on services that may be available to apprentices, and direct apprentices on where to find additional information.

## Transcripts

Apprentices may request a copy of their transcript at any time. Official copies of their transcripts are available at no cost. Apprentices wishing to obtain a copy of their records can do so by filling out a record request form. Once the form is complete and turned in, the record will be made available to the student within 45 days of receipt of the request.

## Fees

The JATC does not charge apprentices tuition.

Apprentices enrolled in related supplemental classroom instruction are billed annually for registration, book and technology fees, referred to as the annual fee.

Apprentices enrolled in Study Hall while waiting to pass their State Licensing exams, or to accrue the necessary OJT hours to complete their apprenticeship, will only pay the registration fee.

## Refund Policy

Fees for related supplemental classroom instruction are non-refundable.

Apprentices enrolled in Study Hall will be refunded registration fees only if they pass the state exam(s) and re-rate to journey person within two (2) weeks of the beginning of class.

Refunds will be remitted without request within forty-five (45) days.

## Membership Information and Benefits

Apprentices should contact the UA Local 290 Business Office at 503-691-5700 for assistance with questions regarding membership and dues.

Apprentices should contact Zenith American at 503-486-2100 with questions regarding member benefits including health insurance, disability insurance or paid time off (PTO).

## Credit for Past Experience

Apprentices that are transfers from other programs or come in through an Exception have their prior experience awarded at the time of registration.

All other apprentices with prior experience may submit a request for credit at the end of their probationary period to the Director of Training. Requests must be submitted in writing and include official transcripts or certificates from a registered apprenticeship program showing course content and hours, and documented OJT hours. Once the Director of Training has reviewed the request, they will forward the request to the JATC if qualified.

The JATC reserves the right to grant or deny requests with or without cause.

## Veterans Policy

The JATC is pleased to participate in the Veteran's Benefits program. The administrative staff can aid in the certification of the benefits agreement. Apprentices may contact the Veterans Administration at [www.gibill.va.gov/education/benefits.html](http://www.gibill.va.gov/education/benefits.html) for detailed information on how to obtain benefits.

The monthly certification form must be turned into the Training Center office along with a copy of monthly pay stubs, and a correctly filled out Monthly Progress Report (MPR) for OJT verification.

Only the hours worked in accordance with the state standards will be verified by the certifying official.

Any problems incurred by the apprentice in receiving their Veteran's benefits should be dealt with through the Training Center office. Administrative staff who are certified as agents are the only individuals allowed to submit and sign for form 22-6553d-1.

## Scholarship Loan Agreement Policy

The Scholarship Loan Agreement pertains to the cost of training an apprentice. The Scholarship Loan Agreement describes how the loan is repaid.

All apprentices are required to sign a Scholarship Loan Agreement, which has been approved by the Trustees of the United Association Local 290 Apprenticeship and Journeyman Training Trust Fund, regardless of the length of their participation during that academic year.

An apprentice who fails or refuses to sign a Scholarship Loan Agreement will not be allowed to attend school until it has been signed. An apprentice may be cited to the JATC for failure or refusal to sign the agreement.

Refusal to sign a Scholarship Loan Agreement can result in the immediate termination of the Apprenticeship Agreement by the JATC.

## Re-rate Policy

1. Related supplemental classroom training and OJT training go hand in hand. To be re-rated to the next step and rate of pay an apprentice must meet the following conditions:
  - a. Documented progression of OJT hours, minimum of 800 per re-rate; and
  - b. Passing grade for related supplemental classroom instruction; and
  - c. If an apprentice is out of work but worked overtime in previous months and were able to accumulate hours needed, the hours can be used for future rerates; and
  - d. The JATC may grant credit, advance standing or increase wage progression at its discretion for prior experience in the trade, or demonstration of mastery in the trade, or recognition of a United Association (UA) achievement.
2. Re-rates are scheduled for February 1<sup>st</sup> and August 1<sup>st</sup>. If an apprentice does not qualify for a re-rate on one of these dates due to lack of OJT hours, the apprentice may be re-rated after submission of their monthly progress report showing they have met the required number of OJT hours.
3. August 1st re-rates may be held if the prior year training has not been successfully completed.
4. Re-rates are not provided ahead of schedule regardless of whether or not the apprentice earns the minimum OJT hours for the next re-rate term.
5. Probationary apprentices will receive their first re-rate after successfully completing the required amount of supplemental related classroom training and meeting the minimum OJT hours required for advancement.
6. Any wage rate discrepancies should be directed to the Training Center office to be resolved.
7. Re-rates are only backdated in the event of an error; OJT hours are recorded on the date received by the Training Center. Hours are received on the 11th of the month following the month hours were recorded (e.g. June hours will be received July 11th).

## Re-rate Progression Table

Minimum OJT Hours Required	Minimum Related Training Hours Required	To Advance to %	Classification
0	0	40%	1st term
800 hours	108 hours	50%	2nd term
1,600 hours	216 hours	55%	3rd term
2,400 hours	324 hours	60%	4th term
3,200 hours	432 hours	65%	5th term
4,000 hours	540 hours	70%	6th term
4,800 hours	648 hours	75%	7th term
5,600 hours	756 hours	80%	8th term
6,400 hours	864 hours	85%	9th term
7,200 hours	972 hours	90%	10th term
8,000 hours	1,080 hours	100%	Journeyman

## Apprenticeship Completion Policy

Apprentices who've completed their 5th year of supplemental related classroom training and have been referred to the state for their license exam but have not yet passed, will be registered for Study Hall (see related supplemental classroom training section of this handbook). If an apprentice has completed their 5<sup>th</sup> year of related training but doesn't have enough OJT hours to be referred to the state licensing exam, they will be registered for Study Hall (11<sup>th</sup> term) until they can be referred to the state and pass their exam.

Apprentices are eligible to be referred when they have;

1. Completed the required 1,080 hours of supplemental related classroom instruction; and
2. Successfully passed their practical exams; and
  - a. If an apprentice places 1st, 2nd, or 3rd in the Apprenticeship Contest they do not have to take their final practical exam

3. Completed the 8,000 hour of OJT training; and
4. If in the HVAC/R trade, have completed 4,000 hours in the LEB categories.

#### Steps for an apprentice to be re-rated to journeyperson status include;

1. When they successfully pass the state licensing exam(s) related to their trade; and
2. Apprentices must successfully pass all state exam(s) within 90 days from the referral date; and
3. Failure to pass the state licensing exam(s) within 90 days of the referral date will result in a JATC citation; and
4. Apprentices must notify the Training Center and Program Coordinator when they have passed their state licensing exam(s) related to their trade; and
5. Once the Training Center is notified of the successful completion of exam(s), the Training Center notifies dispatch of their status and they will be re-rated as a journeyperson in the dispatch system.

Apprentices who've completed their 5th year of supplemental related classroom training are eligible to participate in graduation ceremonies held each Fall.

### Continuing Education

The JATC offers courses for journey workers in the field. Apprentices are welcome to take these classes as well to enhance or improve their knowledge and skills. Current class schedules are listed on the website at [www.290tech.edu](http://www.290tech.edu).

### Withdrawal Policy

Apprentices who wish to withdraw from their apprenticeship must submit a written request to the Director of Training.

## Apprentice On-the-Job Training

Discharges or below average employer evaluations will result in a cite to appear before the JATC and may result in disciplinary action, up to and including the cancellation of the apprenticeship agreement.

### Rotation of Apprentices

Apprentices should receive diversified training that covers all the disciplines of their trade. If an apprentice feels they are not receiving diversified training or full-time employment on the jobsite, the apprentice should request to review their OJT records with their Program Coordinator. If it is determined that an apprentice is not receiving diversified training or consistent full-time work, the Program Coordinator and Director of Training will work with the contractor to address the issues. If this is not possible, the Director of Training or JATC may pull the apprentice from their current employer and place them on the out of work list to be dispatched to a new contractor.

Apprentices may be rotated by the Director of Training or the JATC at their discretion.

### Work Processes + Required Number of Work Hours

Each apprentice is given a breakdown of the various work processes in their trade classification. Classifications can be found on the website at [www.290tech.edu](http://www.290tech.edu) under the Apprentice Resources tab.

Keeping a factual record of work hours by classification is important for documentation and for submitting hours in the correct work processes. Hours in each classification are used to determine that an apprentice is receiving the training necessary to make them a qualified craftsperson.

If the apprentice is in a licensed trade such as plumbing or electrical, the number of hours in the licensed work processes must be met to be referred to the exam.

Apprentices can talk to their Program Coordinator with questions about hours needed to complete their apprenticeship.

## Monthly Progress Report (MPR) Policy

MPR reports are a vital part of each apprentice's file. MPR's are the record of OJT hours worked. It is the apprentice's responsibility to see the reports are promptly and accurately completed.

MPR's from the current month are due on the 10th day of the following month (e.g. June hours are due by July 10th). Apprentices are responsible for ensuring the information submitted is correct. MPR's received after the 10th day of the month are considered late and subject to citations to the JATC.

### MPR Policy

1. Apprentice's must keep a daily record of their hours and activities;
2. Each day's hours worked are broken down into the work processes listed in Column 'A';
2. At the end of the month, the apprentice enters total hours for each work process;
3. Each month, the apprentice totals the hours in each category to track how close they are to completion rates in each required category;
  - a. Apprentices may exceed hours in the categories by the end of their apprenticeship program.
4. MPR's must be submitted on time. Apprentices may be cited for failure to submit MPR reports before midnight (12:00 am) on the 10th of each month;
5. Work hours, both straight time and overtime, are to be recorded;
  - a. It is very important that apprentices keep an accurate accounting of the dates and hours they've worked;
  - b. Work hours will be randomly checked against actual hours logged.
6. The MPR's are also subject to periodic examination by the Federal Bureau of Apprenticeship and Training (BAT) and the State Apprenticeship and Training Division (ATD) and the Veterans Administration (VA);
7. As stated elsewhere in this handbook, if an apprentice has any difficulty entering their progress reports or does not receive the email confirmation of their OJT submission, they should contact the Training Center office staff immediately and prior to the 10th of the month; Notifying the Training Center office of any issues prior to the end of the 10th day of the month will not result in a late submission violation.



- Intentionally false or inaccurate reporting of monthly OJT hours on an MPR may lead to disciplinary action up to and including cancellation by the JATC.

## Instructions for Submitting MPR's Online

Apprentices must submit MPR's online. Apprentices can contact the Training Center office staff if they have any questions. Apprentice may also watch the video linked here. [OJT Entry Tutorial](#).

- Apprentices are assigned a Username and Password after becoming registered;
- Enter Username and Password at [www.gotomyunion.com](http://www.gotomyunion.com). or click on the link on the website [www.290tech.edu](http://www.290tech.edu) and click sign-in;
- Click on OJT Hours, select the correct month, fill in the hours and click 'Submit' after all hours have been recorded - Do not push "Submit" more than once;
- Click 'Print' to save a copy for your records;
- Check email for a confirmation of the OJT submission;
- Contact Training Center staff immediately if there is no confirmation of OJT submission within 48 hours;
- Notifying the Training Center office of any issues prior to the end of the 10th day of the month will not result in a late submission violation;

The following images illustrate the MPR process;

The left screenshot shows the 'APPRENTICESHIP FAQs' page. The navigation menu on the right includes: Plumber Application, Steamfitter Application, HVACR Application, Geographic Regions, Online Monthly OJT Report (highlighted with a red arrow), Plans & Policies, Apprentice Resources, and Instructor Resources. The main content area has a heading 'What is apprenticeship?' and a photo of an apprentice.

The right screenshot shows the 'OJT Hours' entry form. It features a table with columns for Description, Abbrev., Hours, and Percent. The 'Hours' column is circled in red. Below the table are fields for 'Hours Part', 'Date Received', 'Date Exported', and 'Comment'. At the bottom, there is a 'Total Hours' field showing '100.00' and a 'Submit' button circled in red.

Description	Abbrev.	Hours	Percent
Design and layout of piping systems	A.Plog	0	0.00
Install of soil, waste & vent pipe	B.Plog	24.00	15.00
Install of hot & cold water pipe	C.Plog	0	0.00
Installation of gas piping	D.Plog	24.00	15.00
Supports, bracing & backing	E.Plog	16.00	10.00
Install & repair of fixtures	F.Plog	0	0.00
Install of roof drains & flashings	G.Plog	32.00	20.00
Install of rainwater piping	H.Plog	16.00	10.00
Install & test of piping systems	I.Plog	24.00	15.00
Operation, care & use of tools	J.Plog	24.00	15.00
Install, service & repair of heat	K.Plog	0	0.00
Operation of plumbing & pipe	L.Plog	0	0.00

## LATE MPR PROGRESS DISCIPLINE ACTION PROCEDURE

Offense	Action
1 <sup>st</sup> Late MPR	Citation to the First Offense MPR Training
2 <sup>nd</sup> Late MPR	Citation to the JATC - Strike + PIP
3 <sup>rd</sup> Late MPR	Citation to the JATC - Strike + PIP; may result in Disciplinary Probation
4 <sup>th</sup> Late MPR	Citation to the JATC – May result in Apprenticeship Agreement cancellation

### Dispatch Information

Apprentices must report to work when dispatched.

Apprentices will automatically be dispatched to the regions they've selected. At the time of each layoff, the apprentice may choose to add additional regions or subtract regions. If an apprentice moves their residence, they may change their home region if necessary. If an apprentice chooses additional regions, they must accept a dispatch for any regions they have chosen.

Failure to accept a dispatch will be grounds for a citation to appear before the JATC

During increased out of work periods, an offer will be made to apprentices to work outside of their selected regions if it is available. If an apprentice turns down an opportunity to work outside of a chosen region, they will not be offered the opportunity again.

Apprentices will be notified of their dispatch via email to their @290tech.edu email address and a text message to the phone number provided on file. Dispatches will be made according to the JATC approved dispatch policy included at the end of this document.

## Out of Work List

The apprentice Out of Work List is organized by trade classification. Apprentices are on the list in order by the date they signed the book in dispatch. You may sign in person at the dispatch office or over the phone by calling the dispatch office. Each apprentice will have their home region and any other regions they may choose by their name while on the Out of Work List.

An Apprentice dispatched to work on a project which is two (2) weeks or less in duration as a result of a *bona fide* industrial shutdown, customer demands upon the Training Agent, or other circumstances beyond the control of any party, as determined by the Director of Training, shall be returned to the Apprentice's position on the out-of-work list prior to the short-duration dispatch, provided the Apprentice re-registers on the out-of-work list within two (2) business days of layoff.

Apprentices may call to request their Out of Work List number.

## Termination of Employment

Apprentices are not permitted to terminate their employment. Any issues regarding current employment should be directed to the Director of Training so that adequate solutions can be derived.

Every apprentice must make every effort in their power to maintain steady employment. Apprentices can discuss any issues in their workplace with their Program Coordinator

When apprentices are terminated from work for any reason, they must present the termination slip to the Training Center office by the next business day. Apprentices may submit slips in person, via email, or text message. Apprentices must call or sign the Out of Work List by the next business day after termination of employment.

## Related Supplemental Classroom Instruction

### JATC Apprentice Grading Policy

Apprentices must pass related training courses with 75% or better to advance to the next year. Grading is based on attendance, class participation, assignments, quizzes, tests and other work provided by instructors.

Letter grades are either a Pass (P) or Fail (F).

Grade Percent	Grade
75% – 100%	Pass
74% and Below	Fail

An apprentice who fails a year will be cited to appear before the JATC. Probationary apprentices who fail their first year may have their apprenticeship canceled.

Non-probationary apprentices who fail a year will have to repeat that year. Apprentices may only repeat one year of related supplemental classroom training during their entire apprenticeship.

## Registration and Book Purchase Policy

Books are sold to apprentices at 50% of the cost to the Training Center.

First year apprentices will not pay for books or fees in their first year. Books, registration and technology fees for the first year will be added and averaged with the cost of books and fees for years 2 through 5. Apprentices will pay the average cost each year in years 2, 3, 4 and 5. Apprentices who repeat year 1 or any apprentice repeating any other year, will be required to pay the average fees for the repeated year.

Apprentices must pay their invoice for registration, books and fees by the due date on the invoice. Failure to pay invoices by the due date will result in a citation to the JATC.

In the 2nd year, if an apprentice is experiencing financial hardship, they may make a request through administration to make payment arrangements contingent upon approval. If an apprentice is on a payment plan and they fail to make payments, they will be cited to the JATC.

Payment plans are not available to apprentices in years 3, 4 & 5.

## Parking Policy

There is parking available at all JATC facilities. Parking in spaces reserved for Training Center Staff, or in Loading Zones is prohibited. Vehicles may be towed away at the owner's expense.

Apprentices are not allowed to park in any Credit Union parking spaces unless they are conducting business with the Credit Union. Apprentices may not leave their vehicles in

the Credit Union parking spaces while they are in the Training Center for any other reason. The Credit Union reserves the right to tow vehicles.

Apprentices driving recklessly or using unnecessary speed in the parking lot may be subject to disciplinary action.

## School Attendance Policy

To successfully complete the program, apprentices must complete 216 hours per year in related supplemental classroom training. When related training time is missed, make-up time and remediation is required. In cases where adequate make-up time or remediation is unavailable, apprentices will have to repeat a year.

Being on time and present is essential to having a long and successful career in an apprentice's chosen trade.

### Definitions

*Excused* - Tardies and absences related to a disability or religious accommodation, military leave, medical leave, or other leave protected by law, that is approved by authorized individuals at the Training Center or JATC. Excused tardies and absences will not be grounds for disciplinary action.

*Unexcused* - Tardies and absences for personal reasons and not otherwise protected by law or approved by the Training Center or JATC.

*Accommodations* - are as defined by the Americans with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Amendment Act of 2008 (ADAA).

*Tardiness* - is defined as arriving after the scheduled start of class, returning late from scheduled breaks, and not being ready to start when class begins. There is no grace period allowed.

*Left Early* – is defined as leaving class before the appointed end time.

*Remediation* - is added class time, projects, linked learning, or tutoring assigned by an instructor to ensure that the Related Supplemental Instruction training objectives and outcomes are reached, and the apprentice can show competency.

### *Discipline*

Apprentices are expected to be on time and ready to start class at the scheduled time. When an apprentice has 3 excused or unexcused attendance occurrences in an academic calendar year, they will be provided with counseling. Apprentices with 4 or

more of the following unexcused attendance occurrences within one academic year will be grounds for discipline and result in a cite to appear before the JATC.

1. Unexcused absences
2. Unexcused tardies
3. Unexcused early departures
4. Failure to provide a dated and signed medical certification when requested
5. Failure to report an absence as directed within 3 days of the absence
6. Failure to communicate or respond to questions about an absence
7. Failure to report a tardy if arriving late, returning from a break late, or leaving early

Patterns of poor attendance can result in cancellation

### Absence Reporting

All absences for any reason, must be reported through the online absence reporting form within 3 days of the missed class or classes

Apprentices can find the online absence reporting form on the front page of the apprenticeship website (<https://290tech.edu>).

Apprentices who are sick are encouraged to stay home and report their absence through the online absence reporting form in the interest of the safety of others. Medical certification may be required when allowed for absences lasting longer than 3 days in order for the absences to be excused.

### Leaves of Absence

If an apprentice needs time off for disability or religious accommodation, military leave, medical leave, or other leave protected by law, or another reason, they must contact Human Resources as soon as the need for leave is known. Failure to notify the Training Center of the need for leave may result in a cite to the JATC.

### Absences and Make-up Work

Apprentices must make up time for missed related supplemental classroom training. They will be contacted by the Training Center administration to schedule time. Failure to make up missed related training may result in a citation to appear before the JATC.

Failure to complete all classes and classroom time will result in the apprentice being required to make up the entire year and will be cited to the JATC.

## Tardiness/Early Leave

An apprentice may not be tardy to class. If an apprentice is one minute late, they are considered Tardy. Tardy apprentices in Tualatin must report to the Front Office window prior to attending class. Tardy apprentices in Outlying Training Centers will be marked tardy in their classroom by their instructor.

If an apprentice in Tualatin leaves class 2 or more hours early they will incur an absence and need to make up the day. If an apprentice in an Outlying Training Center leaves 45 minutes or more early, they will incur an absence and need to make up the class time.

## Remediation

Remediation is the process when an apprentice is failing the coursework, or the apprentice has been assigned remediation due to an absence.

The apprentice will then have added related supplemental classroom training including class time, projects, linked learning, or tutoring assigned by an instructor to ensure that the related supplemental classroom training objectives and outcomes are reached, and the apprentice can show competency.

An apprentice who is unable to show competency in the related training objectives and outcomes at the end of the year may be cited before the JATC.

## Schedule

Apprentices will receive their schedule and school calendar before classes begin. The schedule will cover the entire school year. Employers are notified of apprentice schedules. Apprentices should continue to communicate with their journey person and foreman when they will be missing work to attend school.

Class attendance takes priority over work. Employers are prohibited from having apprentices work during scheduled school weeks, unless prior arrangements have been made and approved by the Director of Training. If an emergency arises on the job, the company supervisor must send a written request for permission on letterhead or via email to the Director of Training.

## Day School Related Supplemental Classroom Instruction

Related supplemental classroom instruction for apprentices in the Tualatin Training Center is five (5) weeks per year for forty (40) hours each week. There will be linked learning required between each week of school.

## Evening Related Supplemental Classroom Instruction

Related supplemental classroom instruction for apprentices in the Outlying Training Centers is scheduled after work for three (3) hours a night, twice a week.

Study Hall in all Training Centers is scheduled after work for three (3) hours a night, twice a week.

## Required Certifications

The following certificates must be obtained within the wage period indicated for advancement to the next term and will be scheduled as part of related supplemental classroom training. If an apprentice fails to earn the certificate through a scheduled training class, they may be required to get it outside of regularly scheduled class time.

Term to be completed in:	License/Certification:
Year 1	Basic Life Support/First Aid
Year 1	OSHA 30
Year 1	EPA
Year 5	Foreman Certification

Some certification exams will be pre-scheduled and may include related training hours on the weekend and/or in addition to the related supplemental classroom training time. Attendance is mandatory, as it counts towards the related training requirements of the JATC.

## Electronics Policy

Electronic devices are prohibited in any space where tests or examinations are conducted. Any apprentice found to have an electronic device during a test or examination without instructor consent will be asked to leave the room at once, and may receive a failing grade, and may be cited to the JATC.

Personal electronic devices should only be used during allotted break times unless approved by the instructor.

Apprentices agree and acknowledge that JATC software and devices including but not limited to emails, iPads, computers in the computer lab may not be used for the following purposes:



1. Viewing, sending, reading, downloading, accessing from any source or storing fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, offensive or other unlawful or inappropriate material.
2. Sending or receiving by e-mail or any other electronic communications harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, offensive or other unlawful or inappropriate or chain mail messages. If an apprentice receives such material, they must advise the sender to cease sending these messages and inform the Director of Training.
3. Transmitting any messages with discriminatory, derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes or sexual preference, or any other type of harassment.
4. Using the iPad or other computer, network, and other technology resources for personal gain or for the transmission or storage of commercial or personal advertisements, solicitations, promotions.
5. Using the iPad or computers, network, or any other technology resources for personal use of any kind, including entertainment.
6. Using, transmitting, or storing destructive programs, software, or systems (viruses and/ or self-replicating code) on the iPad or any computers or equipment; or
7. Using, copying, or providing copies of unlicensed or software that is not authorized by the Director of Training or a vendor selected by the Director of Training.
8. Altering, transferring, or transmitting copyrighted software programs or other materials belonging to the Trust or its vendors.
9. Causing damage or incapacitating the iPad or other technology, computers, computer systems, the computer network, or attached hardware.
10. Using the network for any purposes which violate federal, state or local laws.
11. Allowing any other person to use or access the iPad.
12. The JATC reserves the right, at its discretion, to review any student's electronic files and messages. Apprentices should not assume electronic communications are private.

## Drug and Alcohol Policy

It is the goal of the JATC to establish and maintain an environment that is free from the many adverse effects of drug, marijuana, and alcohol use and/or abuse.

There is a zero-tolerance policy for the consumption and/or use of alcohol, marijuana, illegal drugs, or prescription drugs without a valid prescription. Buying, selling, transportation, possession, or use of alcohol or drugs while on Training Center property, including parking lots, is prohibited.

Violators will be cited to appear before the JATC and may face discipline up to and including apprenticeship agreement cancellation.

Apprentices who are terminated from their employment due to a violation of the MLA drug and alcohol policy or employer's policy, will be cited to appear before the JATC. As with any termination for cause, apprentices terminated for violations of drug and alcohol policies will not be able to be dispatched until after they appear before the JATC.

## Reasonable Suspicion Testing

Apprentices will be required to submit to testing immediately for drugs and/or alcohol whenever the JATC and/or Director of Training has reasonable suspicion to believe that the apprentice has reported to any Training Center campus or event with drugs and/or alcohol in their system or is in violation of any part of this policy, unless prohibited by applicable law.

Apprentices are subject to testing based on the observations by at least two Training Center employees of apparent use, possession, impairment or other factors while at a Training Center campus or event. The Director of Training, Assistant Director of Training or Human Resources will be consulted before sending an apprentice for testing. Examples of observable reasonable suspicion include but are not limited to:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).

- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, the Director or Assistant Director will meet with the apprentice to explain the observations and the requirement to undergo a drug and/or alcohol test. Refusal by an apprentice will be treated as a positive drug test result and will result in administrative leave from related supplemental classroom training and a cite to appear before the JATC before being able to return to class.

When an apprentice tests positive for drugs and/or alcohol following a testing for reasonable suspicion, they will be placed on administrative leave from related supplemental classroom training and cited to appear before the JATC before being able to return to class.

Test results and other information concerning drug and alcohol investigations will be treated confidentially and released only when there is a need to know.

### Medications

Apprentices who are taking prescriptions or prescription medication have an obligation to determine whether there are any potential side effects that may affect their ability to safely and competently perform related supplemental classroom training activities.

Apprentices have an obligation to notify the Director of Training, Assistant Director of Training, or Human Resources of any such side effects prior to reporting to class with the medication in their system. Medical verification of the ability to safely and competently perform the activities for classroom training may be required before the apprentice can return to class for safety purposes.

### Rehabilitation Assistance

Although the JATC supports voluntary treatment efforts for the apprentices with drug and/or alcohol dependency problems, it is up to each apprentice to pursue treatment before dependency problems result in unsatisfactory performance, attendance, or safety records, etc. and before the apprentice violates this policy.

When you voluntarily report a drug and/or alcohol dependency problem and seek aid, you may be placed on a leave of absence from the apprenticeship program, to allow for extended outpatient or inpatient rehabilitation treatment. An apprentice cannot return from a leave of absence until they have documentation from a competent medical authority.

# Rules of the Joint Apprenticeship and Training Committee

Failure to comply with any or all the stated rules and/or policies will result in progressive discipline. For serious acts, discipline up to and including termination and cancellation for a first offense may be imposed by the JATC.

The committee reserves the right to make exceptions for extenuating circumstances upon written request to the Director of Training, and/or JATC.

## Section 1. Employment and School Requirements

1.01 Apprentices must submit a "Termination Slip" to the Tualatin Training Center office by the next business day after termination of employment.

1.02 Apprentices must sign or call to sign the "Out of Work Book" located in the dispatch office within 24 hours of termination of employment.

1.03 All OJT assignments are assigned through the Director of Training's office regardless of the geographic location. Only the Director of Training or JATC may change a job assignment.

1.04 Apprentices are not permitted to terminate their employment. Any issues regarding current employment should be directed to the Director of Training so that adequate solutions can be derived.

1.05 Apprentices cannot refuse or decline an OJT assignment, unless the dispatch is for Housing/Light Commercial request at Housing/Light Commercial Pay Scale.

1.06 Apprentices are responsible for notifying the Training Center administration of any contact information changes including their mailing address and telephone number. Membership and Benefit programs must be notified separately.

1.07 Apprentices cannot refuse any correspondence from the Training Center. Email, mail and phone calls should be promptly retrieved/received and responded to.

1.08 Apprentices on the Out of Work List will be available by email and text message from 8:00 am until 6:00 pm, Monday through Friday. Apprentices notified via email and text of a dispatch do not need to respond to the Training Center.

1.09 Any apprentice discharged from an employer because they do not meet job qualifications and/or for cause will be cited to appear before the next regularly

scheduled JATC meeting. Apprentices must sign the Out of Work List but be ineligible for dispatch until they have appeared before the JATC.

1.10 Apprentices must pay all school related registration expenses, and fees no later than the assigned due date.

1.11 Apprentices with registration and book payment plans must adhere to them, any deviation must be requested ahead of time. Failure to abide by the agreed upon plan will result in a JATC citation and the loss of the ability to participate in payment plans in the future.

1.12 Apprentices who receive below average employer or instructor evaluations will be cited to the committee for a review of their evaluation.

1.13 Class attendance takes priority over work. Employers are prohibited from having apprentices work during times that conflict with scheduled related supplemental classroom training, including overtime, or traveling on school days or nights, unless prior arrangements are made with the Director of Training.

1.14 If an emergency arises on the job, a company supervisor must submit a written request for permission to miss school, on letterhead or via email, addressed to the Director of Training.

1.15 Any violation of the Electronics policy.

1.16 Driving recklessly on Training Center property or failing to park in designated areas.

1.17 Apprentices will behave respectfully toward their peers and instructors. Apprentices will not interrupt their classmates or instructor, engage in condescending behavior, or disrupt the learning environment. Abusive behavior will not be tolerated; the offender may be asked to leave the premises and marked absent by the Director of Training.

1.18 Apprentices must maintain a high standard of academic integrity. The JATC holds a zero-tolerance policy for academic dishonesty, including lying, cheating, stealing, forging signatures, and using unauthorized materials on any assignment, quiz, or exam.

1.19 The UA Local 290 Training Center main campus and all other Training Center properties shall always be treated with respect.

## Section 2. School Attendance

2.01 School attendance is mandatory.

2.02 Apprentices may not miss class. If an apprentice has an absence, the absence must be made up during the designated make up time. Failure to make up classes may result in failing the entire year.

2.03 Make up classes will be scheduled for the apprentice by the Training Center.

2.04 Apprentices are expected to be on time and ready to start class at the scheduled time. 4 or more unexcused attendance occurrences will result in a cite to the JATC. Patterns of poor attendance may result in cancellation from the program.

2.05 Patterns of attendance occurrences will be reviewed to determine if they are excused or unexcused.

2.06 Tardiness is defined as arriving after the scheduled start of class, or not being ready to start when class begins or resumes from a break or lunch.

2.07 Leaving early is defined as leaving class before it is over.

2.08 All absences for any reason must be reported through the online absence reporting form found on the <https://290tech.edu> website within three (3) days of the missed class or classes.

2.09 Failure to report an absence through the online reporting form within three (3) days of a missed class may result in an unexcused absence and a cite to the JATC.

2.10 If an apprentice needs time off for a personal or family medical reason, military leave, religious accommodation or another reason, they must contact Human Resources.

2.11 Apprentices who are sick are encouraged to stay home and report their absence through the online absence reporting form in the interest of the safety of others. Medical certification may be needed for absences lasting longer than three (3) days.

2.12 Apprentices must attend class with their assigned cohort, switching cohorts must be requested for review and approval by the Director of Training.

2.13 Missed classes must be made up; Failure to complete make-up classes, linked learning or remediation plans will be reviewed, and the apprentice may be cited to appear before the JATC, and may be required to repeat the year, receive a strike or be canceled from the apprenticeship program depending on circumstances.

2.14 If apprentices attending day school are tardy at the start of the day, they must come to the Training Center office and get a tardy slip before going to class. Failure to

obtain a tardy slip will result in the apprentice being sent to the Training Center office before they may attend class. If an apprentice is tardy after lunch or break, they do not have to go to the Training Center office for a slip, but the instructor will deduct points from the apprentice's class participation score which is a part of their final grade in class. Failure to obtain a tardy slip may result in disciplinary action from the JATC.

2.15 Apprentices attending day school that miss more than two (2) hours in any class day may be required to make up the entire day.

2.16 Apprentices attending evening classes that miss more than forty-five (45) minutes in any class may be required to make up the entire class.

### Section 3. Suspension + Protected Leaves

3.01 Apprentices who do not qualify for protected leave or accommodation and need to take leave from the program for an extended period of time may request a suspension from the program. Suspended apprentices may not attend classes or accrue on-the-job training hours. All requests for suspensions must be approved by the JATC. Suspended apprentices do not submit MPR's while on suspension.

3.02 The JATC may grant a leave of absence from the apprenticeship program if the reason for leave is due to an approved accommodation or a type of protected leave. A temporary leave may limit class attendance, and/or limit work requirements based upon an apprentice's need. Apprentices on a Leave of Absence are still required to submit MPR's by the 10<sup>th</sup> of the month. If an apprentice is on leave from work, they must submit a MPR with zero "0" hours.

3.03 Suspensions and leaves of absence are reviewed every six months. Requests to extend a suspension must be approved by the JATC.

3.04 Any request to return to full status from a suspension must be made in writing for approval.

3.05 Apprentices out on leave for an accommodation or personal medical reason may be required to submit a release from their physician to return to work or school.

3.06 Apprentices are responsible for signing the Out of Work Book before starting an approved leave of absence or suspension.

## Section 4. Drugs and Alcohol

4.01 There is a zero-tolerance policy for the possession, consumption and/or use of alcohol, marijuana, illegal drugs, or prescription drugs without a valid prescription. Violators will be subject to JATC disciplinary process which may include apprenticeship agreement cancellation.

4.02 Apprentices who fail or refuse to submit to reasonable suspicion testing will be cited to appear before the JATC.

4.03 Apprentices who fail to notify the Director of Training of prescription medications with side effects that may pose a safety concern, or fail to provide a medical certification releasing them to related supplemental classroom training activities, will be cited to appear before the JATC.

## Section 5. Monthly Progress Reports (MPR)

5.01 Hours must be accurately recorded. Any intentional misrepresentation or falsification of hours on an MPR will result in a cite to appear before the JATC for disciplinary action up to and including proposed cancellation.

5.02 MPR's must be submitted by the 10th of the month. Failure to submit MPR's on time may result in a citation to appear before the JATC and disciplinary action.

## Section 6. Advancement Credit and Grades

6.01 The JATC has the right to award pay scale advancements for specific weld certifications. If an apprentice fails to maintain their welding certifications, their pay scale advancement may be removed.

6.02 Apprentices must receive a minimum 75% overall grade in the classroom including assignments and end of year to advance to the next year.

## Section 7. Apprentice Personal Responsibilities

7.01 No firearms or large knives are allowed in any of the Training Centers.

7.02 Apprentices who refuse to comply with a search in the interest of safety, or for a reason related to reasonable suspicion of the possession of drugs and alcohol, will be cited to appear before the JATC, and will face discipline up to and including cancellation of their apprenticeship agreement.



7.03 Apprentices must respect and use proper care with all training materials and facilities.

7.04 Apprentices must come to class dressed in proper attire and with the required PPE. Apprentices will be instructed in the proper attire for hands-on activities and shop related supplemental classroom training. Shorts, tank tops, and flip flops are not allowed in any classroom activities. Non-compliance may result in being denied entry into a class and may result in an unexcused absence.

7.05 The Training Center facilities are smoke and/or vape free zones. Smoking and Vaping is only allowed in designated areas. The Smoke-free Workplace Law prohibits smoking and/or vaping inside the building and within 10 feet of all entrances, exits, and accessibility ramps that lead to and from an entrance or exit.

7.06 Apprentices must act safely and follow all safety rules while participating in class and Training Centers' activities and on the job. Non-compliance may result in being denied entry into a class and may result in an unexcused absence.

## Section 8. Violation of Policies and/or Rules

8.01 During an apprentice's probationary period, the JATC may cancel their apprenticeship agreement for any reason. The probationary period starts on the registration date and lasts for the first 2,000 OJT hours accrued one year after registration whichever is sooner.

8.02 Progressive discipline, and/or re-rate hold, and/or apprenticeship agreement termination can be invoked for any of the following reasons, but is not limited to:

- 8.02.01 Violation of a policy or rule of the JATC.
- 8.02.02 Absenteeism or tardiness.
- 8.02.03 Scholastic failure.
- 8.02.04 Unsatisfactory job performance.
- 8.02.05 Disruptive, disrespectful, harassing or otherwise abusive behavior.

8.03 A non-probationary apprentice can have their apprenticeship agreement suspended or canceled by the JATC without progressive discipline for acts which the JATC considers so serious or affects others so severely that immediate cancellation is warranted. Examples include but are not limited to:

- 8.03.01 Falsification of documents, cheating, or theft.

- 8.03.02 Harassment, intimidation, bullying, fighting, threatening, abusive, hostile, violent acts, or insubordination.
- 8.03.03 Safety rule violations and other unsafe acts at school or on the job.
- 8.03.04 Other acts that the JATC feels warrant termination from the apprenticeship program.
- 8.03.05 Failure to respond to JATC citations.
- 8.03.06 If an apprentice is canceled from the apprenticeship program for any reason, the apprentice must wait six months from the cancellation date before re-applying for admission to the apprenticeship program.
- 8.03.07 Acts in direct violation of the Local 290 Constitution, Article XVIII DUTIES OF MEMBERS or the United Association Constitution, Section 194.

8.04 The JATC reserves the right to issue an apprentice Performance Improvement Plan (PIP) as a means of progressive discipline when warranted.

8.05 Apprentices must be familiar with the Apprentice Handbook and have signed the acknowledgement that they have read the rules and policies.

## Apprentice Disciplinary Procedures

### Disciplinary Process

When an apprentice has violated the Rules and Policies of the JATC, they will receive a Notice of Proposed Cancellation by certified mail twenty-two (22) days prior to the next JATC meeting. The citation will contain all the information regarding date, location and time for the JATC meeting at which the apprentice is required to appear.

The apprentice will appear before the Rules and Policy Sub Committee, where they can discuss the violation with the members of the committee. From there, the members of the JATC will determine if discipline is warranted. If discipline is warranted, the apprentice will receive a strike.

When an apprentice receives a strike from the JATC, a Performance Improvement Plan (PIP) will be sent to the apprentice to fill out and return the same day.

If an apprentice receives a second (2nd) strike, they may be placed on Disciplinary Probation.

If an apprentice receives a third (3rd) strike, they may face cancellation of their apprenticeship agreement.

The JATC may assign additional disciplinary measures to an apprentice such as additional training courses.

Failure to appear before the Rules and Policy Sub Committee when cited may result in a strike and a recite to appear at a future JATC meeting.

Upon receiving a third (3<sup>rd</sup>) strike, an apprentice's agreement may be canceled. Apprentices who are canceled will receive a cancellation letter stating the written reason for their cancellation and their completed OJT and RSI hours.

An apprenticeship agreement may be suspended or canceled by the JATC without progressive discipline for acts which the JATC considers so serious or affects others so severely that immediate cancellation is warranted.

When an agreement is canceled, after six (6) months you may re-apply to the apprenticeship program during an Opening Announcement.

## Appeal Rights

Non-probationary apprentices may appeal a cancellation. Apprentices in their probationary period have no appeal rights.

If an apprenticeship agreement is canceled by the JATC, a canceled apprentice may appeal the decision within thirty (30) days of receipt of the JATC decision. The JATC will respond to an appeal within thirty (30) days of receiving the request for appeal with their final decision and what options, if any, are available to the canceled apprentice.

# Human Resources, Leaves, and Complaint

## Procedures

This section details information and procedures for apprentices to follow regarding behavior, leaves, accommodations, filing complaints, and other apprentice specific policies.

## Expectations

Apprentices are expected to behave respectfully toward their peers and instructors. Apprentices will not interrupt their classmates or instructor, engage in condescending behavior, or disrupt the learning environment. Abusive behavior will not be tolerated; the offender may be asked to leave the premises and marked absent by the Director of

Training. Absences will result in mandatory make-up time and discipline may be imposed.

Apprentices must maintain a high standard of academic integrity. The JATC holds a zero-tolerance policy for academic dishonesty, including lying, cheating, stealing, forging signatures, and using unauthorized materials on any assignment, quiz, or exam.

The UA Local 290 Training Center main campus and all other Training Center properties shall always be treated with respect and proper care.

## Safety + Privacy

In the interest of safety, the JATC reserves the right to search Training Center property and personal items such as packages, bags, lunch boxes and more. Searches may be conducted in the interest of safety when there is a reasonable suspicion that an apprentice is in possession of drugs or alcohol, in possession of firearms, illegal weapons, or anything else that is prohibited on Training Center property.

In the event an apprentice refuses to permit a search, the apprentice will be asked to leave and be placed on administrative leave from related supplemental classroom training and be cited to appear before the JATC.

To promote safety, the JATC reserves the right to conduct video surveillance of any portion of their Training Center facilities at any time. Video cameras will be positioned in appropriate places within and around Training Center properties. The only exceptions to this policy include restrooms and body searches.

Firearms or large knives are not allowed in any of the Training Centers.

Apprentices must come to class dressed in proper attire and with the required PPE. Apprentices will be instructed in the proper attire for hands-on activities and shop related supplemental classroom training. Shorts, tank tops, and flip flops are not allowed in any classroom activities. Non-compliance may result in being denied entry into a class and may result in an unexcused absence and discipline may be imposed.

The Training Center facilities are smoke and/or vape free zones. Smoking and Vaping is only allowed in designated areas. The Smoke-free Workplace Law prohibits smoking and/or vaping inside the building and within 10 feet of all entrances, exits, and accessibility ramps that lead to and from an entrance or exit

Apprentices must act safely and follow all safety rules while participating in class and Training Centers' activities and on the job. Non-compliance may result in being denied

entry into a class and may result in an unexcused absence and discipline may be imposed.

## Leave of Absence

A temporary leave of absence for an accommodation or a protected reason may be approved by the JATC if an apprentice is unable to fulfill either or both their work or school obligations for a specified period. An accommodation is defined under the ADA and ADAA, protected reason is for any reason covered under protected leave laws, including military leave, personal or family medical leave.

Apprentices may request to take a leave of absence by contacting Human Resources ([hr@290tech.edu](mailto:hr@290tech.edu)). Apprentices who are approved for a leave of absence must provide an estimated date of return.

Return from Leave of Absence – Apprentices on an approved leave of absence for medical reasons may be required to submit a medical release from a qualified medical provider upon return.

Failure to Notify – Failure to notify the Training Center regarding return to work upon the expiration of an approved leave of absence may result in a cite to appear before the JATC.

When apprentices are on an approved leave of absence, they must sign the Out of Work List at the Dispatch office before starting their leave.

Apprentices who are on an approved leave of absence must submit monthly OJT reports, even if they are 0, as they are still an active apprentice in the program.

Apprentices on a leave of absence must respond to requests for information and provide updates on their situation promptly. Failure to communicate can result in a cite to the JATC. Apprentices must also regularly check and communicate through their assigned apprenticeship email; personal emails will not be used for communication from the JATC.

## Suspension

A suspension is used when an apprentice is unable to perform the responsibilities of the apprenticeship program for a personal reason other than qualified under a leave of absence, or if they no longer qualify for a leave of absence. Rather than cancellation of the agreement, the apprentice may elect for suspension. Suspensions must be approved by the JATC.

When apprentices are on an approved suspension, they must sign the Out of Work List at the Dispatch office before starting their suspension.

When an apprentice is suspended, their apprenticeship agreement is pulled from active standing, their license (if any) is collected, and they are not able to accrue any OJT or attend supplemental related classroom training.

Suspensions are reviewed every six months. Apprentices will be cited to appear for review or to request an extension after 6 months.

**Return from Suspension** – The apprentice must notify the Training Center in writing when they are ready to return. The JATC will approve the apprentice’s return at the next meeting. Work requiring a license may not be resumed until a license is in the apprentice’s possession. Apprentices on suspension for personal medical reasons may be required to submit a medical certification prior to reactivation.

**Failure to Notify** – Failure to notify the Training Center upon the expiration of a suspension or failure to appear for review of an extension will result in a cite for proposed cancellation by the JATC.

Apprentices who are on suspension do not submit monthly OJT reports as they are not an active apprentice in the program.

## Accommodation Policy

The JATC is committed to complying fully with the Americans with Disabilities Act (“ADA”) and the ADA Amendments Act of 2008 (“ADAAA”), ensuring equal opportunity in employment for qualified apprentices with disabilities. When requested, the JATC will use the interactive process and provide reasonable accommodations available to all qualified individuals unless doing so would result in undue hardship. All decisions are based on the merits of the situation in accordance with the defined criteria, not the individual. All apprenticeship practices and activities are conducted on a non-discriminatory basis.

The JATC may require medical or other allowed certification related to the request for accommodation. This may include the date it became known, likely duration, medical records, expert examinations and opinions in order to verify the need for accommodation, identify potential reasonable accommodations, or to determine if an apprentice’s continued work or training would pose a safety or health risk to them or staff or other apprentices. All medical and personal information will be kept confidential.

To the extent instructors or other staff need this information in order to address and implement accommodation requests, it will be shared on a limited basis.

Any request for accommodation should be made to Human Resources as soon as the need for one is known.

### Religious Observation and Accommodation

The JATC respects the religious observations, beliefs and practices of all employees and will make, on request, accommodation for such observances when reasonable accommodation is available that does not create an undue hardship.

### Pregnancy and Childbirth Accommodation

Accommodations to apprentices related to their own pregnancy, childbirth or related medical conditions may be made in accordance with local, state and federal law. Accommodations may include leave.

### Lactation Accommodation

Nursing parents will be allowed reasonable break time from class as needed to express milk for the infant children for up to 18 months after their child's birth. A nursing pod is provided for all nursing parents.

### Complaint Procedures

An apprentice may file a complaint with the JATC by contacting the Director of Training in person or by phone, email, or by submitting the complaint form located on the [www.290tech.edu](http://www.290tech.edu) website. All complaints received will be reported on the complaint form. The complaint form may be filled out by the complainant or by the person receiving the complaint.

All complaints regarding harassment, discrimination, safety, type of training, etc., are to be reported to the Director of Training.

Once the complaint is filed, the Director of Training will investigate with all parties involved. The Director will then discuss options for resolution promptly. The results of the investigation will be reported to the JATC. The decision of the JATC will be final.

An apprentice may also file a complaint directly with their employer, the Bureau of Labor and Industries or the Equal Employment Opportunity Commission.

Complaint processes are outlined under the Unlawful Discrimination and Harassment Policy

In matters where the student believes that the JATC has violated its enrollment agreement or other administrative school issues, students may register a complaint by contacting the Council of Occupational Education at <https://www.council.org>.

In matters where the student believes that the JATC has violated its enrollment agreement or other administrative issues, students may register a final appeal with:

The Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898  
<https://www.council.org>

## Unlawful Discrimination and Harassment Policy

Policy Statement: The OR SW-WA NW-CA Plumbers and Steamfitters JATC is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, OR SW-WA NW-CA Plumbers and Steamfitters JATC expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

The OR SW-WA NW-CA Plumbers and Steamfitters JATC has developed this policy to ensure that all its employees, apprentices, and training agents can work in an environment free from unlawful harassment, discrimination, and retaliation. The OR SW-WA NW-CA Plumbers and Steamfitters JATC will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee, apprentice, or training agent who has questions or concerns about these policies should talk with the OR SW-WA NW-CA Plumbers and Steamfitters JATC or the human resources department at the training agent to which they are employed.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of the OR SW-WA NW-CA Plumbers and Steamfitters JATC prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and



perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

### Equal employment opportunity

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

### Retaliation

The OR SW-WA NW-CA Plumbers and Steamfitters JATC encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the OR SW-WA NW-CA Plumbers and Steamfitters JATC to promptly and thoroughly investigate such reports. The OR SW-WA NW-CA Plumbers and Steamfitters JATC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene

comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

## Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work or classroom environment, b) has the purpose or effect of unreasonably interfering with an individual's work or class performance, or c) otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the worksite or classroom, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

## Individuals and Conduct Covered

These policies apply to all applicants, employees, apprentices, and training agents, whether related to conduct engaged in by fellow employees, apprentices, and training agents, or by someone not directly connected to the OR SW-WA NW-CA Plumbers and Steamfitters JATC (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the worksite or classroom and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

## Reporting an Incident of Harassment, Discrimination, or Retaliation

The OR SW-WA NW-CA Plumbers and Steamfitters JATC encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, the OR SW-WA NW-CA Plumbers and Steamfitters JATC, the human resources department at the training agent to which they are employed, and/or any ombudsman. <sup>[OBJ]</sup>

In addition, the OR SW-WA NW-CA Plumbers and Steamfitters JATC encourages individuals who believe they are being subjected to such conduct to promptly advise the

offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The OR SW-WA NW-CA Plumbers and Steamfitters JATC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

## Your Rights to Equal Opportunity Statement

The required Right to Equal Opportunity statement is as follows:

(1) Your Right to Equal Opportunity

(2) It is against the law for a Sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (18 years or older), genetic information, or disability. The Sponsor must ensure equal opportunity with regard to all terms, conditions, and privileges associated with apprenticeship. If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with:

Oregon Bureau of Labor and Industries  
1800 SW 1st Ave #500  
Portland, OR 97201

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency at the above location.

(3) Each complaint filed must be made in writing and include the following information:

- a. Complainant's name, address and telephone number, or other means for contacting the complainant;
- b. The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination);
- c. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what

occurred, and why the complainant believes the actions were discriminatory (for example, because of his/her race, color, religion, sex, sexual orientation, national origin, age (18 or older), genetic information, or disability);

d. The complainant's signature or the signature of the complainant's authorized representative."