



Sign Hangers JATC MA #3002

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Apprentice Handbook

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Welcome to Apprenticeship

Welcome to the Sign Hangers Apprenticeship Program!

The energy you put forth everyday on the jobsite as well as in the classroom will result in not only improving yourself, but also improving the communities we all live in. Succeeding in this program requires communication, perseverance and commitment.

Along with your apprenticeship committee, instructors and the staff at the College, we look forward to helping you navigate and succeed in your apprenticeship. You will work closely with your coordinator as you learn the routines of Monthly Progress Reports, Related Training and Training Agents. Remember to reach out to your coordinator when things change, you need help or if you have questions; they are here to help you navigate your apprenticeship.

Consider this handbook a tool for you to use—like the other tools in your belt. In here you'll find expectations, policies, procedures, and helpful hints. Keep it, and your Apprenticeship Standards, in a handy place and refer to them as needed.

With your first dispatch, you will become a registered apprentice with the State of Oregon via Oregon Labor & Industry. Your progress will be regularly monitored by your committee and reported to the State until you've complete the terms of your Apprenticeship Agreement and earn your Journey Worker Certification.

Read through this handbook carefully and if you have questions call us at 503-256-7300. Once you've read and understood everything in this book, sign, detach and submit the Acknowledgment of Handbook on the back page.

On Behalf of your Oregon-Columbia Laborer JATC,

A handwritten signature in black ink that reads "S. Brady". The signature is written in a cursive, flowing style.

Sara Brady
Director of Student Services and Apprenticeship

Foreword

The Sign Hangers JATC created this Handbook to help apprentices understand the expectations put forth in the Standards as well as navigate the policies and procedures that are a part of a successful apprenticeship.

The Committee is the governing body and has contracted Northwest College of Construction (NWCOC) to provide related training and administrative oversight of the day-to-day operations of the Sign Hangers program. NWCOC and its employees operate at the will of the Committee and are the intermediary between the committee, the apprentice and the training agent.

Equal Opportunity Policy

It is the policy of this committee that any member, training agent or representatives who act on behalf of this committee, training agents or representatives shall:

- Provide equal opportunity in the recruitment, selection, employment and training of apprentices without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age (where the individual is 18 years or older), expunged juvenile record, family relationship, opposition to safety and health hazards, mental or physical disability or association with anyone of a particular race, color, sex, sexual orientation, national origin, marital status, age or religion.
- Uniformly apply rules and regulations concerning, but not limited to, equality of wages, periodic advancement, promotion, or performance, rotation among all work processes of the trade/occupation, assignment or work, imposition or penalties or other disciplinary matters and all other aspects of the administration of an apprenticeship program to all apprentices during their apprenticeship according to the United States Code, Code of Federal Regulation and Oregon State Law.

Joint Apprenticeship Training Committee

To operate a registered Apprenticeship Program, Oregon statute (ORS 660.135) requires the formation of a local Joint Apprenticeship Training Committee (JATC). The JATC, henceforth referred to as the Committee, ensures that your Apprenticeship Program is operated according to all applicable state and federal regulations.

COMMITTEE COMPOSITION

The committee is made up of principle and alternate representatives from construction contractors registered with the program and are required to have an equal number of employee and employer representatives. There may be as few as four and as many as eight principle committee members. In addition, each principle member is encouraged to have an alternate member on the committee.

ELECTED POSITIONS

Employer Representative: a management-level member who represents training agent employers or an employer organization in the construction industry. These people can have hire/terminate abilities.

Employee Representative: a craft worker employee of a training agent who is a representative of employees and their concerns regarding the program industry. Employee representatives must be skilled practitioners in their represented industry and may not have hire/terminate abilities.

Alternate Representative: may vote in the place of employer and employee representatives when they are absent from the meeting.

Other Representative: The committee allows non-voting public members. Student representatives are high encouraged.

Chair: a committee member representative who has been elected to reside over and oversee operation of the committee. This position is held by either an Employee or Employer representative.

Secretary: a committee member who is responsible for recording all actions taken at the meeting. This position is held by the opposite representative from the Chair.

COMMITTEE MEMBERSHIP PROCESS

Potential Committee members shall complete a bio form and attend a meeting where they will be considered.

Employee representatives must vote to nominate and approve or deny all employee applicants. Employee representatives must be skilled practitioners of the trade and shall not be supervisors as defined by the National Labor Relations Act. **Employer representatives** must vote to nominate and approve or deny all employer applicants. Employer representatives are supervisors. (See OAR 839-011-0074)

Apprentice representatives serving on the Committee are an important voice although not considered full members of the Committee and are not able to vote.

All communications and discussions at meetings are considered confidential. At no time should an apprentice representative discuss specific apprentice situations outside of the Committee.

Committee representatives will be removed by request, due to inactivity, or failure to abide the policies and procedure outlined the Standards, Handbook and Oregon State Apprenticeship and Training Council (OSATC) (ORS 660.120(2)(d)). Inactivity can be considered after 3 consecutive meeting absences. Inactivity will be address by the Committee prior to removal.

COMMITTEE MEETINGS

The Sign Hangers JATC usually meets the second Thursday, every three months. All requests to be on the agenda are due no later than noon the Friday before the meeting.

COMMITTEE RESPONSIBILITIES

Propose and uphold the Apprenticeship Training Standards that summarize the skills to be learned.

- Assume responsibility for the successful implementation of the Standards.
- Develop or assist in developing related (classroom or lab) instruction programs.
- Review each apprentice's progress at least once every six months.
 - Re-rates
 - Academic Plans
 - Corrective Actions
 - Discipline Probationary Periods
- Report all meeting minutes to the Apprenticeship and Training Division (ATD) of Oregon Labor & Industry (OL&I).
- Hear and rule upon apprentice and training agent complaints.
- Determine the quantity and quality of on-the-job training.
- Develop Equal Employment Opportunity guidelines and implement appropriate Affirmative Action plans and Anti-Harassment Policies and Procedures.
- Maintain apprenticeship records for a minimum of five years.
- Establish qualifications for applicants.
- Advertise and promote apprenticeship openings.
- Select successful apprenticeship applicants based upon specified selection methods.
- Approve apprenticeship agreements for selected applicants.
- Approve training agents and remove such approval when appropriate.
- Annually determine the average journey wage for participating employers.
- Abide by all rules and policies of the OSATC.

COMMITTEE ACTIONS

For decisions to be made at a committee meeting there must be a quorum. State statute ORS 660.135(3) defines a quorum as at least two employer and two employee representatives. The Committee follows *Robert's Rules of Order*.

All committee actions must include the following components:

- The *motion* is the basis for all action taken at a meeting. Without a motion, no report can be adopted, no new business introduced, no discussion closed, and no action approved.
- No motion can be considered or discussed until it receives a *second*.
- After *discussion*, all voting committee representatives cast their vote. Only principal committee representatives and those alternated that are substituting for principal representatives may vote.

FUNDING AND PROGRAM COSTS

Funding for apprenticeship is provided by the Construction Industry Training Trust (CITT), to which training agents' invest. The Committee covers 100% of the cost of related training. Apprentices may be billed for any costs associated with retested and no shows, including, lab, tuition and fees. See *Retesting and No Show Policies*

Apprentice Responsibilities

While the Committee is responsible, under Oregon state law and administrative rule, for the Apprenticeship Program, a part of this responsibility is shared by the apprentice, who is expected to cooperate with the Committee during the development of their career.

APPRENTICE RESPONSIBILITIES

- **Attitude.** Apprentices are in a program to learn a trade. They are expected to be positive, ask questions, and be ambitious.
- **Good Communication.** It's one of the keys to success in the apprenticeship program. An apprentice is expected to have good communication with their coordinator, their employer, their instructor, and the Committee. They are expected to respond to phone calls and correspondence in a timely manner.
 - **An apprentice must contact the apprenticeship office when:**
 - They have a change of phone, address or email
 - They are out of work or had a change of employment
 - They have a change in county selection
 - **An apprentice is encouraged to subscribe to Flash Alert to receive emergency communications from the College:**
- The link to subscribe is in the footer of the website nwccoc.com
- **Monthly Progress Reports (MPRs).** MPRS are due on the 1st of the month. There is a 9-day grace period, therefore, MPRS submitted after the 10th of the month are considered late. MPRS that are not signed or completed correctly will be returned as incomplete.
- **Related Training.** Apprentices are expected to attend **ALL** related training classes. Apprentices must contact their instructor and coordinator if they miss class.
- **On-the-Job Training (OJT).** Apprentices will work with their coordinator regarding dispatch and work for registered training agents (TA). OJT hours will not count if an apprentice is working for a non-approved TA.
- **Follow Directions.** Apprentices are expected to diligently and faithfully perform the work assigned by their supervisor or instructor in support of their education.
- **Working Safe.** Apprentices are expected to learn, develop and practice safe work habits. They will go through safety training prior to being dispatched. Safety is everyone's responsibility.
- **Apprentice Ambassador.** An apprentice is expected to conduct themselves in a professional manner at all times as a representative of their apprenticeship program.

- ***Punctuality.*** Apprentice are expected to be on time to work and class.
- ***Wear Appropriate Clothing and Footwear.*** Apprentices are expected to wear clothing and footwear appropriate for the time of year and for the work they will be doing.

APPRENTICESHP REGISTRATION AGREEMENT

The Apprentice Registration Agreement is a legal, binding document between the apprentice, the Committee and the State of Oregon. The terms and conditions are contained in the Agreement including the start date of the apprenticeship.

This form is sent to Oregon Labor & Industry after an apprentice is dispatched for the first time and the Committee approves the new agreement. The State process the form, registers the apprentice to the program, and assigns an agreement number. The State also sends an apprentice card which should be carried along with other certifications.

SIGN HANGERS VISIBLE IDENTIFICATION BADGE

For the purpose of this rule, a visible identification badge is an individual license, registration or certification issued by the division or an appropriate advisory board. This rule does not apply to contractors, businesses or inspectors.

Individuals performing elevator, electrical, boiler, pressure vessel, or plumbing work, which requires a license, shall wear and visibly display their license. A licensee does not need to wear and visibly display their license if doing so would create a danger or unsafe condition for the licensee or for the public, provided the licensee can demonstrate proof of licensure to an inspector, investigator or other employee empowered to enforce the state building code.

ORS 455.415

Student Code of Conduct

The Committee and the College reserve the right to take necessary and appropriate action to protect the safety and wellbeing of the campus community and property. The college president has delegated matters of discipline to the Disciplinary Committee. The Committee is responsible for the development and implementation of policy related to adjudication of issues related to student conduct. However, in all events, the college president retains the right to impose discipline and change, delete, or add to the policies developed by the Committee.

Disciplinary procedures have been established to guide the fair and uniform enforcement of the Code of Conduct. These procedures are applicable to any student or program participant charged with a violation of the Code of Conduct.

The following are prohibited:

1. Use or threat of physical violence.
2. Verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health, safety, physical, or emotional well-being of any person or interferes with student studies or programs.
3. Sexual assault, which is defined as: deliberate physical contact of a sexual nature (or threats or attempts thereof) which is against the victim's will, with or without their consent.
4. Sexual harassment, which is defined as: unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature.
5. Conduct that is lewd, disorderly, or indecent.
6. Intentionally or recklessly interfering with College or apprenticeship activities.
7. Endangering the safety of persons or property through tampering with fire safety equipment, improper possession or use of flammable or hazardous substances, or improper use of emergency equipment.
8. Use or possession of any weapon, firearm, fireworks, or projectile-impelling device of any kind on College property.
9. Theft or possession of stolen property.
10. Intentionally or recklessly destroying, damaging, or defacing College property or personal property.
11. Intentionally furnishing false information to the College or any of its employees.
12. Unauthorized presence in, or use of, College premises, facilities, or equipment.
13. Failure to comply with directions of any College officials or employees.

14. Failure to submit to and pass required urinalysis.
15. Failure to attend classes or any other mandatory College activities.
16. Consumption of illegal or non-prescribed drugs or alcohol on College property, except consumption of alcohol at College-sponsored events is prohibited.
17. Failure to report offers of employment.

Violations of the Student Code of Conduct may result in a variety of disciplinary actions by the college president and/or its administrators and instructors including, but not limited to, probation, suspension, and/or permanent termination of eligibility to participate in College activities and prohibition from entering onto College property.

Disciplinary decisions may be subject to review by the Disciplinary Committee, upon request of the student, within two (2) working days of initial disciplinary action having been taken.

The Disciplinary Committee will consist of no less than two of the following college administrators:

1. Director of Student Services and Apprenticeship Administration
2. Director of Human Resources
3. Director of Craft Training

Upon review, the Disciplinary Committee may choose to forgive, lessen, or increase the level of disciplinary action. Decisions will be made at the discretion of the Disciplinary Committee. All decisions by the Disciplinary Committee, upon review of the NWCOG President, will be final.

Probationary Policy

In accordance with the Apprenticeship Standards, all apprentices are subject to an initial probationary period. The first 1000 hours of employment or one year from date of current registration into the program, whichever comes first, shall be considered the Probationary Period for all newly registered sign hanger apprentices. During this period, their performance may be evaluated to help them be proficient as an apprentice. Apprentices are expected to utilize this period to evaluate their career in terms of its suitability.

During the initial probationary period, probationary apprentices who fail to adhere to the Standards and the Handbook, bypass the *Notice to Appear* status and go directly to *Proposed Cancellation* status. See *Disciplinary Actions*.

Per Apprenticeship Standards, the appeal process is available to apprentices who have completed their initial probationary period. However, the Committee has extended probationary apprentices the courtesy of appealing a termination. Failure to meet appeal deadlines for any reason will result in denial. See *Disciplinary Actions*.

Training Agents

Training Agents (TA) are approved construction companies registered through the Committee with the State and who are committed to training apprentices in accordance with the Standards. They oversee an apprentice's on-the-job training.

Some apprentices will work for the same TA during their entire apprenticeship and some will work for many. Regardless of the number of TAs an apprentice works for, the goal of the Committee, TA and the College is to support them in meeting the requirements to complete the program as a journey-level worker.

The Committee expects apprentices to practice good communication with their TA regarding all aspects of their apprenticeship and employment.

TRAINING AGENT RESPONSIBILITIES

- Ensure proper safety is in place for apprentices.
- When possible, hire women, minorities, and underrepresented peoples.
- Maintain appropriate supervision ratio of journey workers to apprentices as outlined in Apprenticeship Standards.
- Ensure the apprentice is always working directly under journey worker supervision as outline in the Apprenticeship Standards.
- Pay apprentice correct percentage of journey worker wage as outlined in the Apprenticeship Standards and Wage Scale.
- Ensure that an apprentice's work schedule allows them to attend scheduled related training.
- Must excuse apprentices from work to appear before the Committee for disciplinary review or action—when applicable.
- Confirm hours worked, make comments and sign off on the apprentice's MPR. It is the apprentice's responsibility to fill out, get signatures and submit their MPR.
- Submit letters to Committee in support and recommendation of apprentices completing the program.
- Complete the Annual Wage Survey.
- Maintaining a policy prohibiting harassment, discrimination and retaliation in the workplace; including a clear reporting procedure.
- Report training agent contacts changes and updates immediately.

- Follow Dispatch Policy and Procedures.
 - Request apprentices with at least 48 hour notice.
 - Submit Hire and Denial forms in a timely manner for dispatch paperwork.
 - Submit Denial Forms for terminated apprentices in timely manner.

Certifications

As part of your Jumpstart training, you are required to attend OSHA-10 training. If an apprentice has certifications that are current they may be eligible to opt out of these corresponding classes in Jumpstart. Contact the coordinator prior to the beginning of Jumpstart with a request in writing. Coordinator will work with the Registrar to determine eligibility.

Like a state-issued driver license or identification card, an apprentice is required to carry their certification cards on their person while working. An apprentice must be ready to show certifications during a visit from the inspector. Failure to do so may lead to fines for the training agent and disciplinary action for the apprentice.

Replacement certification cards are at the apprentice's expense. Contact the apprenticeship office for further information. Replacement cards are at the discretion of the issuing body.

Apprentices are responsible to keep track of their certification's expiration dates. If an apprentice has an expired certification, they should first check with their TA, as many have annually scheduled trainings for recertification. If not, apprentices need to contact their coordinator to make arrangements for recertification.

Keeping certifications current is important because:

- Safety standards and practices frequently change, renewing keeps knowledge current.
- It is easy to forget important rules or fall into dangerous habits without continuing training.
- Employers and clients prefer apprentices who have updated training.
- It keeps everyone safer on the job site.

Best Practice Tip: Once an apprentice receives their certification cards, it is recommended they make copies of the cards and file them away for safe keeping.

OSHA-10

OSHA-10 cards do not have an expiration date, however, it is important, even required by some TAs, to renew training regularly as safety standards and practices are updated regularly.

Veterans Benefits & Military Active Duty

VETERANS BENEFITS

The Sign Hangers program is approved for VA education benefits.

If they are covered under the Post-9/11 GI Bill, this benefit is paid directly to veteran apprentices. NWCOC requires a Certificate of Eligibility to file the appropriate paperwork and enroll an apprentice to receive these benefits. Once enrolled, a NWCOC certifying official works with apprentices to collect MPRs and paystubs for the purpose of filling out and submitting monthly paperwork.

Apprentices can visit va.gov to learn more about educational benefits and if they qualify.

MILITARY ACTIVE DUTY

If an apprentice is called to active duty during their apprenticeship, the Apprentice Agreement is put on hold via a Leave of Absence. When an apprentice returns from active duty, they can resume their apprenticeship. The former TA is obligated to employ them when they return, if work is available.

On-the-Job Training & Dispatch Policy

On-the-job training, also known as OJT, is instruction for apprentices that takes place at work with a training agent (TA). During OJT, apprentices work for a TA and learn the work processes outlined in the Apprenticeship Standards.

OJT starts with dispatch. Dispatch to employment is an integral part of the apprenticeship program and is based on approved Apprenticeship Standards. Dispatch is not meant to be used as an employment strategy for individuals, but rather, it is to serve as a means to complete apprentices to journey status in the most efficient manner possible.

DISPATCH RULES

1. Apprentices/applicants are expected to be ready for work when the call for a dispatch comes in.
2. Apprentices/applicants are responsible for their own message system. They are expected to have a reliable phone as well as a voicemail system or roommate who will take and deliver a message.
3. Regardless of when a call for dispatch is received, an apprentice/applicant is expected to respond by 9 am the following business day.
4. Declining or failing to respond to a dispatch call may result in disciplinary action.
5. Apprentices/Applicants do not have a choice of jobs. They are required to report to or transfer from any TA as directed by the Committee to assure a broad - based training experience. Every effort is made to ensure that TAs and apprentices work well together.
6. Apprentices/Applicants are expected to notify the apprenticeship office as soon as possible when they have a change of phone, email, address or if they will be unavailable for a period of time.
7. The Committee will attempt to keep apprentices continuously employed but cannot guarantee full employment in the industry.
8. Apprentices are expected to contact the apprenticeship office if there is a problem on the job site; they should not ever quit a job without prior approval of the apprenticeship office and/or the Committee. If they do quit a job without prior approval, they may be issued a *Notice to Appear* citation by the Committee.
9. An Apprentice is not eligible for dispatch if they are in *Notice to Appear* or *Proposed Cancellation* status.

THE RANKED POOL

The Ranked Pool consists of all the apprentices and applicants, sorted by rank, that are available for dispatch. This is the list an apprenticeship coordinator uses to know who is up next for dispatch.

- All out-of-work apprentices are ranked and dispatched in descending order according to OJT hours and geographical availability.
- If more than one apprentice has the same OJT hours, they will be ranked by out-of-work date, then according to time of day they reported being out of work.
- Eligible applicants are ranked and dispatched according to their application score and area of availability; and after all eligible out-of-work apprentices have been dispatched.
- TAs are required to contact and request apprentices through the apprenticeship office. *See Dispatch Process*

ABOUT OUT-OF-WORK APPRENTICES

- Out-of-work apprentices may solicit employment from registered TAs, however, apprentices who are employed may not solicit employment from another TA without first getting permission from the Committee. All employment under this policy must first be approved by the apprenticeship office prior to the apprentice being assigned to the new TA.
- ***Apprentices are not allowed to quit one TA to go to work for another TA under this policy without prior permission.*** All dispatches must originate from the apprenticeship office. This is done to insure fairness and to comply with the state-approved selection procedures. Any referral or hiring process other than that will not be recognized by the Committee.

THE DISPATCH PROCESS

1. The apprenticeship office will contact the top-ranked apprentice by phone during business hours with a dispatch opportunity.
2. The apprenticeship office extends dispatch opportunities to apprentices by phone only. Apprentices/applicants are responsible for their own message system. They are expected to have a reliable phone as well as a voicemail system or roommate who will take and deliver a message.
3. Regardless of when a call for dispatch is received, an apprentice/applicant is expected to respond by 9 am the following business day. If an apprentice fails to answer a dispatch call and doesn't have a voice messaging system, their name will be skipped and the apprenticeship office will move on to the next person.
4. If an apprentice does not respond to the dispatch call within the time allotted, their name will be removed from the dispatch list, a letter will be sent giving them a deadline to respond, and they will be subject to possible disciplinary action for failure to respond to a dispatch.

5. When given a dispatch opportunity, apprentices must contact the TA immediately. Failure to contact the TA within 24 hours will be considered a *Failure to Respond to Dispatch* and may result in a *Notice to Appear*.
6. Apprentices must inform the apprenticeship office within 24 hours of the status of the dispatch.
7. Training agents may not count apprentices as official on a job site until all dispatch paperwork is received and processed. An official confirmation with the dispatch date will be sent to the training agent.

REJECTION OF DISPATCH

All of the following actions are violations of the Apprenticeship Agreement and will result in a *Notice to Appear* or *Proposed Cancellation* to be issued to an apprentice. An apprentice will be required to appear before the Committee to review their ability to continue in the apprenticeship program:

- Declining a dispatch without cause. Just cause shall include, but not necessarily be limited to illness or family emergency.
- Failing to respond to a dispatch message by the time allotted.
- Accepting a dispatch and not reporting to the job site.
- Declining two (2) dispatches for any reason.
- Probationary apprentices declining a dispatch without just cause, or accepting a dispatch and then not reporting to the job site may be terminated from the program by a majority vote of the Committee.
- Applicants are expected to accept the first job available. Applicants are subject to rejection from the program for declining a dispatch without just cause, accepting a dispatch and not reporting to the job site, or failure to respond to dispatch a second time.

RECALL OF APPRENTICE

Training agents may request an apprentice by name, if the apprentice has worked for the TA in the past. Apprentices must notify the Apprenticeship Office if they are called directly by the TA for a return to work. All requests and dispatch opportunities must go through the apprenticeship office.

EMPLOYER REJECTION OF APPRENTICE OR APPLICANT

Training agents have the right to decline an apprentice/applicant who has been dispatched to them if they fail to meet their normal employment requirements. Rejection on the basis of gender or ethnicity is not considered "normal employment requirements." When rejecting an apprentice/applicant, the TA must state the reason for the rejection on the appropriate form. Any apprentice/applicant who is rejected by a TA will be restored to their place on the dispatch list.

If an apprentice/applicant fails to meet safety standards, i.e. failed drug test, unsafe performance, disregard for safety protocol, etc. they will be counseled by the Apprenticeship Director and a plan to correct the behavior will be put in place before they are returned to the out-of-work list. Any cost associated with a failed drug test for returning to the dispatch list will be the responsibility of the apprentice/applicant. Be advised that this is the Committee policy. See *Drug and Alcohol Policy* for the NWCOC policy.

ROTATING TO ANOTHER TRAINING AGENT

Apprentices must meet requirements in each of the work processes listed in the Apprenticeship Standards. If it is determined that an apprentice is not able to get one or more work processes with a current TA, the apprentice may be rotated to a different TA.

1. An apprentice is expected to discuss work process requirements with their training agent as the TA may be unaware of the work process status and goals and may be able to shift things around to ensure the apprentice is able to meet the requirements of their program.
2. If an apprentice is unable to resolve issues on their own, they need to contact their coordinator for assistance.

Best Practice Tip: An apprentice is required to have a minimum of 50% of the hours in each work process (in addition to the overall OJT requirements) to complete their program. It is an apprentice's responsibility to track their hours and notify the apprenticeship office when a different type of work process experience is needed.

SPECIAL CIRCUMSTANCES

From time to time there are occasions where an apprentice's workplace and/or related training behavior or performance at work is such that it would be imprudent of the Committee to dispatch them to another training agent. In all cases, the health and welfare of the apprentice and those with whom they may work and attend school with, shall be the major consideration.

It will be left at the discretion of the Director of Apprenticeship to determine whether to immediately remove the individual from the dispatch list or wait for the Committee to take action at their next scheduled meeting. Any actions taken prior to a meeting by the Director would be communicated to the Committee for their review and approval.

Monthly Progress Reports

Monthly Progress Reports (MPR) are fundamental to the success of an apprentice. They are used to record and communicate to BOLI each apprentice's progress while participating in the apprenticeship program. MPRs are also used by the Committee to evaluate the progress and performance of each apprentice when making decisions regarding advancements. MPRs are the responsibility and obligation of each apprentice.

MPRs must be submitted monthly whether the apprentice is employed or not.

MONTHLY PROGRESS REPORTS ARE

- Daily Recordings of:
 - Total hours of work performed in each specific Work Process.
 - Total working hours on the job each working day.
- Monthly Records of:
 - The total of all hours performed in each Work Process each month.
 - Total of all hours worked on the job to date.
 - Performance evaluation by the TA.
 - Supervisor signature verifying hours worked.
 - Apprentice signature confirming complete and correct information.

MONTHLY PROGRESS REPORT DUE DATE

- MPRS are due on the 1st of the month. There is a 9-day grace period, therefore, MPRs submitted after the 10th of the month are considered late.
 - **Ex:** Hours worked in the month of June are due no later than July 10th.
 - MPRs that are not completed correctly will be returned as incomplete.
- MPRs are submitted electronically through the Portal.
- MPRs are an apprentice's responsibility.

Best Practice Tip: Monthly Progress Report worksheets should be filled out daily. The best time to do this is at the end of each day when an apprentice is filling out their company timecard. Keep records to the closest ½ hour. Apprentices should have a supply of worksheets to last for several months. Worksheets can be downloaded from the Resource page on the NWCOC website or picked up at the apprenticeship office.

Best Practice Tip: Monthly Progress Report worksheets should be filled out daily. The best time to do this is at the end of each day when an apprentice is filling out their company timecard. Keep records to the closest ½ hour. Apprentices should have a supply of worksheets to last for several months. Worksheets can be downloaded from the Resource page on the NWCOC website or picked up at the apprenticeship office.

MONTHLY PROGRESS REPORTS ARE IMPORTANT

- MPR hours indicate when an apprentice is potentially ready for advancement, or re-rate.
- MPRs are evaluated by the Committee at least once every six months to review an apprentice's progress and program status.
- OJT from MPRs are reported monthly to BOLI which also monitors an apprentice's progress and program status.

FAILURE TO SUBMIT A MONTHLY PROGRESS REPORT

Apprentices who fail to submit an MPR will be subject to disciplinary action as follows:

- **First Missing or Late MPR:** After the 10th of the month the Committee will send a *Non-Compliance* letter. A copy of this letter is also sent to the TA.
- **Second Missing or Late MPR:** Apprentices will be sent a *Notice to Appear* before the Committee (via certified mail) to discuss their status in the program. A copy of this citation will also be sent to the TA.
- **Third Missing or Late MPR:** Apprentices will be sent a *Proposed Cancellation Notice* (via certified mail) to discuss their status in the program. A copy of this citation will also be sent to the TA. Failure to attend this meeting may result in termination from the program.

Per the Probationary Policy, probationary apprentices who fail to submit MPRs will be cited directly to *Proposed Cancellation* status.

How to Submit Monthly Progress Reports

USING THE PORTAL

Go to our website NWCOC.COM

1. Upper right corner, click the Portal button.
2. Follow the prompts to sign into your Portal.

Use the Daily Columns:

These columns are numbered with the days of the month (1st through 31st). Each day the apprentice should fill in the number, to the closest hour, worked at each work process, and listed in column A.

At the End of the Month:

- Follow the prompts in Portal with entering employment information and all hours. Paper MPR Worksheets are no longer accepted.
- Submit MPR in portal. Once submitted, it will automatically be sent to the employer for approval or disapproval.
- If approved, MPR will be sent electronically to NWCOC. There would be nothing else to do.
- If disapproved, MPR will be sent electronically back to apprentice for edit and review. Apprentice will receive an email letting the apprentice know it has been disapproved and why. Once completed and re-submitted, the process repeats until approved.

UNEMPLOYED MPR

- On the portal, check “Unemployed” in the pop up window that asks for the date and employer.
- Click Submit. MPR will automatically be approved.

IMPORTANT THINGS TO NOTE

MPRs are not considered received until all information is complete and accurate. Falsification of any part of an MPR is a serious offense. Falsification of an MPR is grounds for immediate suspension from the program and an automatic *Notice to Appear (Proposed Cancellation* for a probationary apprentice) before the Committee. Falsification of any apprenticeship document may be grounds for immediate termination.

Related Training

Related Training is an integral and required part of the apprenticeship program. It exposes an apprentice to both theory as well as hands-on techniques. The Committee works hard to supply apprentices with the latest information in building techniques and the best quality journey workers as instructors. Apprentices must attend and satisfactorily complete related training instruction prior to completion from the program.

Apprentices start related training once they are dispatched.

REQUIREMENTS

Related training is a mix of independent study and classroom instruction. There are roughly a dozen test-out sessions scheduled in different locations throughout the school year. Each test-out session has a cost. A total of 144 of related training is required per school year for 4 years. The school year is normally September thru June. Apprentices are not paid to attend class.

SUBJECTS

Material handling, equipment knowledge, pattern, blue print, layout, assembly, display painting, installation, service, maintenance, transportation, hoisting, work site leadership skills and much, much more!

LOCATION

Various between Eugene, Bend, Albany and Portland.

INSTRUCTORS

Instructors are skilled practitioners in their represented industry. They instruct classes using NCCER curriculum recommended and approved by the Committee.

PREREQUISITES

None are required.

BOOKS AND MATERIALS

Apprentices must complete and submit a registration form to request books for the test-out sessions. These books will be mailed to the apprentice.

TUITION & FEES

Apprentices are responsible for the cost of their program.

LETTER GRADES

Apprentices will use their portal to keep track of their grades. See codes below:

- **P:** Pass
- **F:** Fail

ATTENDANCE

Apprentices are required to attend all scheduled classes for their program. See Related Training Policy for more detailed information. See codes below:

- **A:** Absent
- **P:** Present

Related Training Policy

ATTENDANCE POLICY

Apprentices with excessive absences will be placed on an Academic Plan and/or a Corrective Action. Excessive absences are defined as two (2) absences in any one term or four (4) absences in an academic year. Excessive absences will result in an automatic *Notice to Appear* before the Committee, during which time the apprentice will be placed on rerate hold. Class time missed due to tardiness must be made up.

RETESTING POLICY

Apprentices may retake a failed exam after a minimum 48-hour waiting period. Apprentices will be allowed 12 months and two attempts from the date of the initial failed exam to pass the exam. Retests are to be proctored by the Apprentice's instructor and scheduled at the instructor's convenience. If the Apprentice fails the exam three times (initial test and two re-tests), the Apprentice will be required to re-take the class or module training before they may take the test again. Apprentices may be billed for any costs associated with this, including tuition, lab and books fees.

A Change of Grade form is to be completed by instructors after each attempt and after successful completion of an exam and/or Performance Profile and the appropriate letter grade provided. An Incomplete (INC) will be recorded until the test and performance are passed successfully.

Grades of Incomplete (INC) may be changed to a letter grade of F if work is not successfully completed, or seat-time is not made up within 12 months of the first attempted exam or Performance Profile. Instructors must submit a Change of Grade form for the grade to be changed.

NO SHOW POLICY

Apprentices who miss an entire module are considered a *No Show*. *No Show* Apprentices may not complete the exam or Performance Profile until the training requirement has been met. A *No Show* Apprentice is responsible for enrolling in the missed module when it is next offered, which may not be until the next school year. It is the Apprentice's responsibility to determine when the module will be next offered. Apprentices may be invoiced for any costs associated with this, including tuition, lab and books fees.

Related Training Absence

Related training is essential part of the apprenticeship program. The Committee and Oregon Labor & Industries monitor how many course hours apprentices are credited with each year, but the Committee realizes that unexpected things come up.

EXCUSABLE

- Death (spouse, child, parent, grandparent, or other as approved)
- Apprentice's own wedding
- Birth of an apprentice's child
- Serious Illness (doctor's note needed)
- Automobile accident or job-related injury (the day of class)

☞ An apprentice will be excused from attending class on the day of the incident; however, all missed classes must be made up.

Note: Absences must be communicated to coordinator and instructor; it is recommended to send an email. NWCOC staff and instructors cannot excuse an absence, this is a committee function.

MAKING UP THE COURSEWORK

- It is an apprentice's responsibility to talk to their instructor and find out what they missed.
- If allowable per the Related Training Policy, make-up work with instructor.

Per the Related Training Policy, apprentices with excessive absences, even if they have an excusable reason, will be required to appear before the Committee to explain the absences and work with Committee to create an Academic Plan.

Transcripts & Release of Information

TRANSCRIPTS

Apprentices can request a transcript of their related training classes and grades as well as a work process breakdown of their on-the-job hours. To request these documents, apprentices need to contact their coordinator.

PRIVACY POLICY

As the Committee's contracted records custodian, NWCOC safeguards apprentice information and ensure its confidentiality. Paper and digital records are confidential and are maintained in locked and/or password protected, secured areas with access limited to those who have need for such records.

RELEASE OF INFORMATION

The Apprenticeship Agreement allows NWCOC to release records to city, state and federal agencies for the purposes of compliance reviews and program administration.

All other inquires require apprentice consent to release their personally identifiable education records or files to any individual, agency, or organization.

Leave of Absence

A LEAVE OF ABSENCE IS NORMALLY GRANTED FOR

- An injury that prohibits performance of normal work activities
- Extended illnesses
- Personal hardships
- An anticipated extended absence
- Leaving the area for an extended period of time (i.e. military service)
- An injury that prohibits performance of normal work activities
 - If an apprentice is injured and requests a Leave of Absence, a physician's evaluation must be submitted along with the request. Before an apprentice can return to the program, a physician's evaluation releasing them back to full duty is also required.

A Leave of Absence (LOA) must be requested in writing. The Committee normally grants an LOA for a period of six-months, unless the request states otherwise. The Committee is under no obligation to grant an LOA and if it is approved, it will be recorded as a suspension.

During an LOA, an apprentice does not submit MPR's or attend related training. Classes missed while on LOA will be added to an Academic Plan to be followed once the apprentice resumes their program.

An apprentice can return from an LOA at any time prior to the expiration date by notifying the apprenticeship office in writing.

When an LOA expires, an apprentice is required to check in with the apprenticeship office to verify their status. If they do not contact the apprenticeship office, they will be issued a *Notice to Appear for Failure to Communicate*. If an extension to the LOA is needed, an apprentice needs to communicate the request in writing to the apprenticeship office.

Apprentices who do not communicate after the LOA expires, they may be cited with a *Notice to Appear* or *Proposed Cancellation* depending on their specific circumstances.

HOW TO SUBMIT A REQUEST FOR A LEAVE OF ABSENCE

The Committee must have a request in writing. Use a Buck Slip, available at the apprenticeship office or online on the Resources page; or email the coordinator using the sample letter found in the back of this handbook. The request should include name, reason for LOA, start date and projected end date. Requests without a reason may not be approved.

Apprentice Review and Evaluation

Per the Standards, (see ORS 660.137 (4)), the Committee must review and evaluate each apprentice's progress once every six months. At the time of review, the Committee will determine and take action based on the apprentice's progress, including but not limited to re-rate and disciplinary action.

The Committee will review the following information to determine whether an apprentice is progressing in accordance with the Standards:

OJT TRAINING

- Total Hours
- Work Process Distribution
- Monthly Progress Reports
- Employer Evaluations

RELATED TRAINING

- Attendance
- Passing Grades
- Instructor Evaluation

ADDITIONAL REVIEW

Other relevant information will be reviewed as needed

After review, Committee will take one of the following actions and communicate it in writing to the apprentice and the training agent:

- **Advancement and/or completion:** Prior credit, re-rate and completion.
- **Non-disciplinary Hold:** If any of the requirements for re-rate or completion have not been met, the apprentice will be *Held* at their current level. The Committee will track the apprentice's progress and will take action when all requirements are satisfied.
- **Suspension:** A suspension is a postponement of both related training and OJT. The Committee grants suspensions for two basic reasons:
 - Leave of Absence: While on a Leave of Absence the record will indicate an apprentice is on *Suspension*. See the Leave of Absence policy.
 - Discipline: The Committee has the option to suspend apprentices for disciplinary reasons. In this case, the purpose of the suspension will be communicated in writing along with the corrective action expectations of the Committee.
- **Exceptional cancelation:** In rare and extreme circumstances, an Exceptional Cancelation may be used.

Advancement

RERATE

Per Apprenticeship Standards, the Committee will review and evaluate for rerate at least once every 6 months. An apprentice, who has been *Held* for a disciplinary reason must have corrected the deficiency before being reconsidered for a rerate. The Committee is under no obligation to restore a lost rerate.

A minimum of 1000 hours of OJT and 72 hours of RT are required to be eligible for each rerate. **Note:** Rerates are not automatic and are not guaranteed based on OJT hours alone.

Rerates on *Hold* due to short OJT hours will be considered at the next meeting following conformation the OJT hours meet program requirements. Rerates are normally made effective the second Monday following the committee meeting.

In a state of emergency the committee reserves the right to adjust the rerate policy regarding the approval of rerates.

Requirements for Rerate:

- Meet OJT requirements
- Monthly Progress Reports current
- Related training attendance and grades in good standing
- Training agent evaluations on the MPR are positive
- In compliance with the Standards

Per the Apprenticeship Standards, the following periods and percentages show the wage progression for the Sign Hangers JATC MA #3002.

Term	Percentage of Journey Worker Wage
1 st	50%
2 nd	55%
3 rd	60%
4 th	65%
5 th	70%
6 th	75%
7 th	80%
8 th	85%

PRIOR CREDIT

Upon completing 500 hours OJT, an apprentice may request prior credit for experience gained prior to entering the program. This applies equally to all apprentices regardless of their method of program entry. Requests are only considered at regularly scheduled Committee meetings.

Previous experience credit will be granted in blocks of 1000 hours. A corresponding number of related training hours may be granted at the same time.

Previous Experience	Related Training	Percentage
1000 hours	72 hours	70 %
2000 hours	144 hours	80 %

*The maximum number of OJT hours granted for prior credit is 2000.

Requesting Prior Credit:

1. Apprentice needs to submit a letter to the Committee stating how many hours are being requested. *See Sample Letters*
2. TA needs to submit a letter on company letterhead and bearing employer's signature. *See Sample Letters*
3. (Optional) Official transcripts, certificates or diplomas from a Committee recognized/approved vocational training program or school, relevant military training and/or experience.
4. The apprentice may need to be present for the Committee's consideration of the request.
5. All letters and documentation are due no later than Noon the Friday before the meeting.

Completion

The culmination of an apprentice's hard work and perseverance as well as meeting the Committee's requirements, will result in completion of the program and graduation to a Journey-Level Sign Hanger.

Upon completion of the program, an apprentice will receive a certificate from the Committee and NWCOC. A Journey-Worker card will also be issued by the State of Oregon; to be sent separately.

SIGN HANGER REQUIREMENTS FOR COMPLETION

- 8000 OJT; at least 50% of required hours in each work process
- A minimum 576 related training hours
- Related training grades of C or better
- All MPRs submitted
- All related training absences and missed classes resolved
- Must be referred and pass the State License Exam

HOW TO REQUEST COMPLETION

1. Contact the coordinator to confirm all requirements have been met.
2. Apprentice submits a letter of request to the Committee. *See Sample Letters*
3. Training agent submits a letter of request to the Committee requesting completion on behalf of the apprentice. *See Sample Letters*
4. Once both letters have been received, the apprentice will be considered for completion at the next committee meeting.
5. All letters are due no later than noon on the Friday before the meeting.

Disciplinary Actions

The Committee will take disciplinary action for any failure to satisfy program requirements. All disciplinary actions require formal committee action. Actions are supported by relevant statute, regulation and/or committee policy. The Committee will provide written notification of evaluation results and subsequent action to apprentices and training agents, and copies of all related correspondence and supporting documentation will be noted in the minutes of the meeting and submitted to OL&I

NON-COMPLIANCE

This is not a formal disciplinary action, it is a warning that action will be taken if the apprentice does not comply with committee policy. A non-compliance letter is issued for:

1. Late, missing or incomplete MPR
2. Absence from a related training class

HOLD

An apprentice can be retained at their current level if they are not adequately progressing in the program. Not all holds are disciplinary, as an apprentice may have insufficient hours to advance due to illness, injury, or the work schedule provided by the TA. If an apprentice is *Held* from a rerate, they will be notified in writing of the reason. If the problem is not resolved within an acceptable period of time, the committee may take action. An apprentice will not be held indefinitely. *See Good Faith Rerate*

NOTICE TO APPEAR

The Committee can request an apprentice to appear for any reason that they find necessary. The Notice to Appear will be in writing, sent by certified mail, with the date, time, location and reason the apprentice is to appear.

This letter will be mailed at least 22 days prior to the meeting at which the apprentice is requested to attend. If employed, a copy of the letter will be mailed to the apprentice's TA. Failing to respond to the Committee's request to appear will result in further disciplinary action. The committee standard is to terminate probationary apprentices (those with less than 1000 OJT hours) if they fail to appear at the meeting. Per the Dispatch Policy, out-of-work apprentices who've been cited to appear are not eligible for dispatch.

PROPOSED CANCELATION

This action is taken after the apprentice fails to appear before the Committee, violates their Corrective Action or violates a Committee policy or procedure. It is the final step in the termination process. It is a last chance for an apprentices to get back in the good graces of the Committee.

The *Notice of Proposed Cancellation* will be in writing, sent by certified mail, including the date, time, location and reason that the apprentice is to appear. This letter will be mailed at least 22 days prior to the meeting at which the apprentice is requested to attend. If

employed, a copy of the letter will be mailed to the apprentice's TA. Failing to respond to a *Proposed Cancellation* will result in cancellation from the apprenticeship program. Per the Dispatch Policy, out-of-work apprentices who've been issued a *Notice of Proposed Cancellation* are not eligible for dispatch.

CORRECTIVE ACTION and/or ACADEMIC PLAN

To help apprentices get back on track with their apprenticeship, the Committee may issue either an Academic Plan and/or a Corrective Action.

An **Academic Plan** is a list of missing classes or class components, ie seat time, exam, or performance. This plan is agreed upon and signed by both the Committee and the apprentices.

A **Corrective Action** is a disciplinary measure taken by the Committee. This document outlines what an apprentice needs to do to overcome or correct a challenge or mistake. If the apprentice fails to correct the mistake, they go directly to *Proposed Cancellation* status and are review by the Committee for possible termination for cause.

CANCELATION/TERMINATION

Apprentices will receive their termination notice by mail from OL&I. Those who withdraw in good standing will be allowed to reapply during any program opening. An apprentice who has been terminated by the Committee for cause cannot reapply to the program for twelve months. At which time, the re-applying apprentice must submit a written request to the Committee asking permission to reapply and documenting how they plan to be successful. The re-applying apprentice must also appear before the Committee. Once approved by the Committee, the re-applying apprentice can submit their application during the program opening.

In rare and extreme circumstances, an *Exceptional Cancellation* may be used.

REINSTATEMENT

An apprentice has 30 days from the receipt of their termination letter to appeal their cancellation and request reinstatement. The request goes before the Committee for approval. Apprentices must submit a letter and attend the meeting. Letters and confirmed attendance are due no later than noon on the Friday before the meeting. *See Sample Letters*

REASONS FOR DISCIPLINARY ACTIONS

The following is a list of some of the most common reasons the Committee takes disciplinary action:

- Failure to appear before the Committee
- Failure to communicate
- Failure to maintain employment
- Failure to respond to dispatch
- Failure to progress
- Failure to submit progress reports

- Related training attendance
- Related training grades
- Corrective Action and Academic Plan violations
- Failure to progress in the program
- Unsatisfactory performance

RESPONDING TO A COMMITTEE REQUEST

The Committee's goal is to support each apprentice and their success in the program. The Committee is made up of a group of individuals including former apprentices who are volunteering their time to help guide and advise those in the program. Appearing before the Committee is important in solving a problems, overcoming challenges and ultimately finding the path to completion of the program and success in the construction industry.

If an apprentice is requested to appear before the Committee:

1. Contact the apprenticeship office to confirm attendance.
2. Attend the meeting. Failure to appear at the requested meeting date will result in advancement to the next level in the termination process.

Withdrawing from the Program

HOW TO LEAVE THE PROGRAM IN GOOD STANDING

1. Complete a withdrawal form, available at the apprenticeship office or online on the Resources page on the NWCOC website, and submit it to the apprenticeship office no later than noon the Friday before the Committee meeting.
2. Request Related Training and OJT transcripts for apprentice's own records.

Note: If intent to withdraw is not communicated, the apprentice will inevitably be terminated. In this case, an apprentice may not re-enter the program for a twelve-month period. In which time, the apprentice needs to request permission from the Committee to re-apply.

TRANSFERRING TO ANOTHER APPRENTICESHIP PROGRAM

If an apprentice decides to change crafts, or move out of the region covered by the program, they may request a transfer to another apprenticeship program.

1. Contact the apprenticeship office with intent to transfer.
2. Fill out a Buck Slip form and submit it to the apprenticeship office no later than noon the Friday before the Committee meeting.

Resolution Policy and Procedure

All apprentices are encouraged to contact the apprenticeship office if they are having a problem on the job or in related training. Every effort will be made to resolve the problem. *See also Section X of the Standards*

An apprentice or applicant who would like to file a formal complaint with the Committee must proceed as follows:

1. Submit the grievance in writing to the Committee. Allow at least ten (10) working days before the next committee meeting date to have your grievance placed on the agenda. (This is an exception to the procedure of submitting requests and documentation before noon on the Friday before the Committee meeting.)
2. Attend the meeting and attempt a resolution of the dispute.
3. The resolution will be communicated to the apprentice/applicant in writing in addition to being noted in the Committee minutes.

If the apprentice or applicant chooses to request reconsideration of the action taken by the Committee:

Within 30 days of notification of the Committee's final action, the apprentice must submit the request describing, in writing, the reason(s) the apprentice believes the Committee should reconsider the disciplinary action.

Within 30 working days, the Committee must provide written notification of their final decision including the appeal rights of the apprentice if the Committee upholds its decision on the disciplinary action.

If the apprentice chooses to pursue the complaint further:

Within 30 days of notification of the Committee's final action, the apprentice must submit the complaint describing in writing the issues associated with the disciplinary action to ATD. The apprentice must describe the controversy and provide any back up information. The apprentice must also provide this information to the Committee.

Within 60 working days, ATD will complete a review of the record. If no settlement is agreed upon during review, ATD must issue a non-binding written decision resolving the controversy.

Oregon Labor and Industry
Apprenticeship and Training Division
800 NE Oregon Street, #1045
Portland, Oregon 97232

Nondiscrimination/Anti-Harassment Policy & Complaint Procedure

NWCOC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, harassment or discrimination of any sort—verbal, physical, or visual—that is based upon race, color, religion, national origin, age, sex, sexual orientation, marital status, veteran status, disability, genetic information, or any other legally protected characteristic or status, and which disrupts or interferes with another's work performance or creates an intimidating, offensive, or hostile environment, will not be tolerated.

NWCOC has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. Employees who violate this policy will be subject to discipline up to and including termination of employment.

Any employee who has questions or concerns about these policies should talk with their supervisor or the Director of Human Resources.

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 NWCOC 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.

NWCOC is the educational facility for several Joint Apprenticeship Training Committees (JATC). The policies and procedures that follow are jointly observed and enforced.

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 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.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. All of the following may constitute sexual harassment and are prohibited:

- Verbal harassment - Epithets, derogatory comments, sexually offensive remarks, or slurs. Examples: Name-calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an employee's anatomy and/or dress, sexually-oriented remarks, use of patronizing terms or remarks, verbal abuse, graphic verbal commentaries about the body.
- Physical harassment - Assault, impeding or blocking movement, or any physical interference with normal work or movement. Examples: Touching, pinching, patting, grabbing, brushing against or poking another employee's body; hazing or initiation that involves a sexual component; requiring an employee to wear sexually suggestive clothing.
- Visual harassment - Derogatory posters, cartoons, or drawings. Examples: Displaying sexual pictures, writings, or objects; displaying or permitting the display of sexually explicit materials on the Internet; obscene letters or invitations; staring at an employee's anatomy; leering; sexually orientated gestures; unwanted love letters or notes.
- Sexual favors - Unwanted sexual advances, which condition an employment benefit upon an exchange of sexual favors. Examples: Continued requests for dates; promises of advancement or additional wages; any threat of demotion, termination, etc., if requested sexual favors are not given; making or threatening reprisals after a negative response to sexual advances; propositioning an individual.

OTHER TYPES OF 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 environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, 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 employer's premises or circulated in the workplace, 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

Every employee has a responsibility to maintain the workplace free of any form of harassment.

These policies apply to all employees, instructors, administrative staff, board members, JATCs, Training Agents, students and apprentices, whether related to conduct engaged

in by fellow employee, apprentices, or by someone not directly connected to NWCOC (e.g., an outside vendor, consultant or customer).

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

NO RETALIATION

NWCOC will not permit retaliation against anyone for making a good faith complaint of discrimination or harassment, or for cooperating in an investigation. Employees who believe they have been retaliated against in violation of this policy must immediately report their concerns using the procedures outlined below.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

All NWCOC employees must immediately report 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, or the Director of Human Resources. See the complaint procedure described below.

In addition, NWCOC 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. NWCOC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Please note that under Oregon law, effective October 1, 2020, employees have six years within which to bring certain legal claims regarding sexual assault or discrimination based on race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile records, uniformed service, or disability. In addition, an employer may not require or coerce an employee to enter into a nondisclosure or non-disparagement agreement that prevents the employee from discussing discrimination or sexual assault that occurred at work or between employees. However, an employee may request that a nondisclosure or non-disparagement provision be included in a settlement agreement and the employee has seven days after signing such an agreement to change their mind before the agreement becomes final.

COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor or the NWCOC Director of Human Resources. Apprentices in this situation, while working on a jobsite, should report directly to their Training Agent

(Employer) and the NWCOC Director of Student Services and Apprenticeship Administration.

NWCOC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

STAFF/INSTRUCTOR/STUDENT REPORTING PROCESS:

1. Report the complaint to Michelle Rutledge, Controller and Director of Human Resources
2. While the initial complaint may be made verbally, a written statement of complaint will be required. Complaints should include the details of the incident(s), the names of the individuals involved and the names of any witnesses.
3. NWCOC will conduct an investigation.
4. NWCOC will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
5. NWCOC will take corrective action when an employee is determined to have acted in violation of this policy. Corrective action may include a range of disciplinary measures up to and including termination of employment.

NWCOC CONTACT INFORMATION:

Michelle Rutledge, Controller and Director of Human Resources, micheller@nwcoc.com, 503-256-7300 ext. 235
Katrina Cloud, Director of Student Services & Apprenticeship, katrinac@nwcoc.com, 503-256-7300 ext. 222

APPRENTICE REPORTING PROCESS (IF THE INCIDENT OCCURRED ON A JOBSITE):

The reporting process for an apprentice is different if the incident involves an apprentice on a job site. In that case the Training Agent is the employer and is responsible to conduct an internal investigation of the allegations. The apprentice should follow the following steps:

1. Report the incident to the appropriate person with their employer. The employer's complaint process is to be followed.
2. Report the incident to Katrina Cloud, Director of Student Services and Apprenticeship
3. Provide a written statement that includes the details of the complaint, the names of the individuals involved and the names of any witnesses to Katrina Cloud.
4. The Training Agent should administratively separate the employees while the investigation is being completed.
5. Keep Katrina apprised of the status of the complaint and if their employer (the Training Agent) places the apprentice on a job site with the individual(s) subject to the investigation.

When an incident is reported on a job site, the JATC has an ethical responsibility to ensure the safety of the apprentices. As such, the JATC will withhold dispatching

another apprentice to the same location or with the same individuals subject to the investigation until the incident is resolved. The JATC will withhold dispatch until they are informed that the investigation is complete and resolved.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as NWCOC believes appropriate under the circumstances.

Individuals should keep in mind that allegations of harassment and discrimination are potentially very serious to the person charged; while such allegations should be made whenever warranted, they should be made with accuracy and veracity.

Political Activity

It is a violation of ORS 260.432, the Little Hatch Act, or ORS 260.655, undue influence, for any Committee member or delegates that act on behalf of Committee, to direct apprentice of any committee to perform political activities of any sort or to make progress in or retention in an apprenticeship program dependent on the performance of such activities. Political activities can include, but are not limited to; posting flyers, placing yard signs, working on phone banks, mailings, collecting funds, etc.

Any complaint by an apprentice regarding involuntary political activity, retaliation against an apprentice for refusal to participate in political activity or for reporting to OL&I an attempt to require political activity, will be immediately investigated by the State. They shall report to the OSATC the findings of their investigation for appropriate action by the Council.

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

Geographical Jurisdiction Policy

Pursuant to ORS 660.120(2), Committees shall approve traveling (visiting) contractors and their use of apprentices pursuant to the following procedures:

- The traveling contractor must be registered as a training agent in good standing with a committee in the geographical area where his/her principal place of business is located.
- Upon approval in the foreign jurisdiction, the traveling training agent may transport apprentices from their home jurisdiction. If the home jurisdiction does not provide related training for the apprentices, arrangements may be made with the foreign jurisdiction.

Drug and Alcohol Policy

POLICY STATEMENT

In recognition of the harmful effects that the use of drugs and alcohol can have on students and program participants, Northwest College of Construction (NWCOC) has a responsibility to see that the NWCOC campus is both drug and alcohol free. This responsibility comes in light of recent studies showing that students and program participants who are under the influence of drugs or alcohol are much more likely to cause or be involved in accidents. Therefore, NWCOC has implemented a Drug and Alcohol Free Campus policy that includes provisions relating to the testing of students and all other program participants.

PROVISIONS

This policy will become effective March 1, 2006, and will apply to all students and individuals receiving services at NWCOC.

NWCOC hereby designates the Director of Apprenticeship and the Director of Education, as the administrators of the Drug and Alcohol Policy.

NWCOC will not tolerate the possession, use, transfer, or sale of alcohol, illegal drugs or drug paraphernalia on NWCOC campus property or at a job or training site related to NWCOC, including the NWCOC parking lot.* Illegal drugs are defined as mood-altering substances which cannot be obtained legally or which are legal, but are obtained illegally. Marijuana is a Schedule I controlled substance; its use is illegal under federal law. Some states permit marijuana for personal use or to treat medical conditions when supported in writing by a licensed medical doctor. These are not acceptable reasons for the presence of marijuana in an apprentice's system under this Policy. It is the Policy of NWCOC that the use of marijuana in any form, is prohibited regardless of the reason for use.

*The only exception to the prohibition of the consumption of alcohol on NWCOC campus property is where alcohol is served at a NWCOC-sponsored function. In that event, students/participants are expected to drink responsibly.

Students/participants are prohibited from attending classes or participating in programs or activities when they are impaired by alcohol or drugs, including prescription drugs which affect judgment, alertness, or motor skills. Students/participants should ask their physicians whether prescription drugs may impair their coordination and, if so, should notify their instructor.

Any individual violating this prohibition will be permanently terminated from association with NWCOC.

DRUG AND ALCOHOL TESTING PROCEDURE

All testing for illegal drugs will be conducted by the testing of an individual's urine specimen. Trained professional contractors will conduct all specimen collections. All test results will be provided to NWCOC through American Diagnostics Corporation. Individuals will be given an opportunity to discuss potential test results with a NWCOC

arbitrator prior to testing. NWCOC will follow up on such information as deemed appropriate.

The student/participant will sign the multi-drug screen form. This signature establishes the beginning of the UA. All drug and alcohol test-related information is confidential.

Individuals whose urine samples test 'Positive' will be suspended immediately from participation in NWCOC activities for at least six (6) months at the end of which time they will be eligible for retest. Will they need to go in front of the committee?

Positive UAs are recorded when the sample tests positive for any of the following: alcohol, amphetamines, cocaine, methamphetamines, opiates, and THC (marijuana). The temperature must be between 90-100 degrees to be a valid sample. Positive UAs are also recorded when someone begins the UA process but is unable to provide a valid sample.

Individuals taking a prescription drug that may be the cause of a positive drug test will be asked to provide the name of the medication, the pharmacy where the prescription is filed, and the identity of the prescribing physician. If this information is verified, the Individual's test results will be reported as negative.

Inconclusive results will be confirmed by the Gas Chromatography/Mass Spectrometry (GC/MS) confirmation method. At time of testing, individuals have the right to request, by way of a written statement, to have their Positive samples to be sent a certified laboratory for confirmation testing. It is also the individual's right, by way of a written statement, to waive additional testing of the sample if you do not want the confirmation test performed. Samples that are too small cannot be confirmed at the lab and the individual will be given an opportunity to retest within 60 minutes. Failure to provide a large enough or second sample within the required time will be recorded as a positive test. Individuals who begin the UA process but leave for any reason without providing a negative sample or a large enough sample to test in person or at the lab, will be recorded as 'Positive' regardless of all circumstances.

If, during the collection procedure, the collection monitor detects an effort by the individual to adulterate or substitute a specimen, a second specimen will be requested. If the request for a second specimen is refused, that refusal will be considered as a positive test result by NWCOC.

In the event that an individual submits a specimen that the laboratory later identifies as a diluted specimen, NWCOC will advise that individual of the finding and request that the employee submit a second specimen. The individual will be advised not to drink any fluids prior to the second test.

Individuals may not refuse to take a drug/alcohol test when requested to do so. Such a refusal will be considered equivalent to testing positive for illegal drugs or alcohol. Additionally, Individuals who acts in a way such that will obstruct the testing process will be considered as refusing to test.

NWCOC retains the right to require a student or program participant to be tested for the use of alcohol, illegal drugs, or the use of prescription medication if an individual's physical appearance or pattern of behavior gives NWCOC representatives reason to believe the individual is impaired because of the use of or consumption of substances

that would endanger their well-being or the safety of fellow students, program participants, or the general public. The basis of suspicion of drug or alcohol abuse may be specific, contemporaneous, or conduct-evidencing impairment over a period of time.

Individuals may be subject to random drug testing.

Any Individual that tests positive for illegal drugs or alcohol consumption will be ineligible for services provided by NWCOC. Individuals who have tested positive will be eligible for retest at the end of six (6) months. Individuals may request, in writing, to retest after six months.

Sample Letters

REQUEST FOR COMPLETION

To be placed on a committee agenda for completion, you and your employer need to provide letters, in your own words, stating that you are working at journey-level. Letters are due no later than noon on the Friday before the meeting.

1. APPRENTICE

Date

Dear Committee Members,

I, **your name**, have completed **total number** On-the-Job hours and have successfully completed **total number** hours of related training. I am confident that I now possess the skills, knowledge, experience, and training necessary to work as a Journey-Level **Trade**. I request the Committee to approve my completion from the Oregon-Columbia **Trade** Apprenticeship Program.

Best Regards,

Your Name & Signature

2. TRAINING AGENT

Date

Dear Committee Members,

Apprentice name, has been employed with our company as a **Trade** since **start date**. We have been notified that they have completed all of the requirements necessary for the completion of their program.

Our company feels that **apprentice name** is working at a journey-level and we recommend them for completion.

Best Regards,

Employer Name & Signature

REQUEST FOR PRIOR CREDIT

Your request will go before the Committee for approval. You and your previous employer(s) need to provide letters stating how many OJT hours and in what categories or related training hours and from what curriculum requirements you are requesting. Letter(s) of support from a current training agent may also be required. You need to submit your written request, employer letter(s) and confirm your attendance to the meeting no later than noon on the Friday before the meeting.

1. APPRENTICE

Date

Dear Committee Members,

I am requesting prior credit in the Sign Hanger program. I am currently attending **trade level** classes and have earned **number** of On-the-Job Hours (OJT).

Prior to entry to this apprenticeship program, I worked for **name of employer** from **date to date**. During that time, I worked as a Sign Hanger performing the following tasks: **list your job duties**. I am requesting **number of hours** of prior OJT credit in the following work processes and to be re-rated to the appropriate period.

Stock Room & Material Handling: 0
Pattern & Blueprints: 0
Layout Design: 0
Assembly of Display: 0
Printing & Component: 0
Install, Service & Maintenance: 0
Transportation Hoisting Repair: 0

Attached are letter(s) from my previous employer(s) confirming these hours.

**If Applicable:* I have attended number of hours of related training and am requesting prior credit for my previous courses. Please see my attached transcript.

Thank you for considering my request.

Best Regards,

Your Name & Signature

2. TRAINING AGENT

Letter needs to be on company letterhead.

Date

Dear Committee Members,

Apprentice name, has been employed with our company from **date to date** for a total of number On-the-Job Hours. During that time, they worked as a Sign Hanger performing the following tasks: **list job duties**. We feel that they should be granted prior credit for OJT in the following work processes:

Stock Room & Material Handling: 0
Pattern & Blueprints: 0
Layout Design: 0
Assembly of Display: 0
Printing & Component: 0
Install, Service & Maintenance: 0
Transportation Hoisting Repair: 0

Thank you for considering **name of apprentice** request.

Best Regards,

Employer Name & Signature

REQUEST FOR LEAVE OF ABSENCE

Your request will go before your Committee for approval. It is due no later than noon on the Friday before the meeting.

Date

Dear Committee Members,

I, ***your name***, am requesting a Leave of Absence (LOA) for ***reason***.

Use this paragraph to explain your reason. Should be 3-4 sentences. Your Committee requires an explanation.

I am requesting my LOA to start on ***date*** and I expect to return on ***date***.

I understand that I am responsible to keep my contact information current during my leave.

Best Regards,

Your Name & Signature

Your Contact Information

REQUEST FOR REINSTATEMENT

If your Apprenticeship Agreement was terminated by the Committee, you have 30 days from the receipt of the letter to request a reinstatement of your Apprenticeship Agreement.

Your request will go before the Committee for approval. You need to submit your written request and confirm your attendance to the meeting no later than noon on the Friday before the meeting.

Date

Dear Committee Members,

I, ***your name***, am requesting to be reinstated into the ***Trade*** Program. I entered the program on ***date***. I was canceled for the following reasons: ***list reasons***.

Paragraph 1: Explain what lead up to your cancelation.

Paragraph 2: Explain why the committee should approve your request to re-enter and how you plan to be successful in the program this time around.

Thank you for considering my request.

Best Regards,

Your Name & Signature

BASIC LETTER OF REQUEST

If none of the other Sample Requests fit the parameters of your request, please use this basic format. Please consult coordinator with questions.

The request will go before the Committee for approval at the next scheduled meeting. The request needs to be received and attendance at the meeting confirmed (if applicable) to the coordinator no later than noon on the Friday before the meeting.

Date

Dear Committee Members,

I, ***apprentice name***, am requesting ***state request in simplest form***.

Paragraph 1: Explain request in further detail. Include an effective date.

Paragraph 2: Explain why this is being requested from the Committee and how this will help in the apprenticeship program.

Thank you for considering the request.

Best Regards,

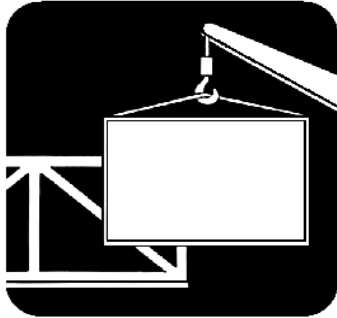
Name & Signature

Apprenticeship Terms

Additional Documentation Advancement	Documentation to accrue application points for ranking. Wage increases over time as apprentices advance in their knowledge, skills, and abilities. <i>Also referred to as Rerate.</i>
Apprentice Applicant	Or just <i>Applicant</i> . A person who has applied for entry into the apprenticeship program.
Applicant Rank List	Applicants to a specific trade ranked in order of application score.
Apprentice	A person who is registered with the appropriate state authority and dispatched to a training agent for a prescribed period, to learn by practical experience under a journey-level craft worker.
Apprenticeship Agreement	A written agreement between an apprentice and either the training agent or the local joint committee that contains the minimum terms and conditions of the employment and training of the apprentice. <i>Also referred to as State Paperwork.</i>
Apprenticeship Committee	Those persons designated by the participants to act for them in the oversight of the program. In Oregon, a committee must be joint, i.e. it is composed of an equal number of employers and employees. The committee's purpose is to conduct, operate, or administer an apprenticeship program and enter into apprenticeship or training agreements with apprentices or employers. <i>Also known as JATC or TATC.</i>
Apprenticeship Program	An approved plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.
Apprenticeship Standards	Written agreement between the JATC/TATC and OL&I which sets forth a plan containing all terms and conditions for the employment and training of apprentices.
ATD	Apprenticeship and Training Division of Oregon Labor and Industries. The division serves as consultants to help programs, interpret laws, rules, regulations, policies, and functions related to apprenticeship operation.
Buck Slip	Form used to communicate with the apprenticeship office concerning address changes, unemployment and leave of absence requests.
Dispatch	A referral by the apprenticeship office of an apprentice to a training agent.
Dispatch Date EEO	The date that an individual begins working as an apprentice. Equal Employment Opportunity. All individuals are recruited, selected, employed and trained during their apprenticeship, without discrimination because of race, color, religion, national origin or sex.
Eligible Applicant	A person who has met the minimum qualifications to enter the apprenticeship program according to the Standards.

Hold	Committee Action: Retaining an apprentice at the same level if he or she is not adequately progressing in the program. Not all holds are disciplinary, as an apprentice may have insufficient hours to advance due to illness or injury or the work schedule provided by the training agent. Holds are usually, but not always, issued in rerate evaluations and is never indefinite.
JATC/TATC	Joint Apprenticeship Training Committee or Trades Apprenticeship Training Committee – see also Apprenticeship Committee.
Journey worker	An individual who has skills, knowledge, experience and training necessary to be considered a competent practitioner of the trade.
Meeting Minutes	The official record of committee actions which may include terminations, registrations and other apprenticeship business.
Minimum Qualifications	Documentation required to register for a trade.
Monthly Progress Reports (MPR)	A form used to track apprentice on-the-job-training (OJT) hours according to work processes.
Non-compliance	Committee Action: This is a not a formal disciplinary action, it is a warning that action will be taken if an apprentice does not comply with committee policy. It may be issued for failure to send in monthly progress reports, attend related training or other violation of the apprenticeship agreement.
Notice to Appear	Committee Action: A communication indicating an action taken at a committee meeting for an apprentice to appear before the Committee.
OJT	On-the-job training. The primary learning experience for apprentices is the learned skill apprentices receive while working on a job site under a certified journey-worker.
OL&I	Oregon Labor and Industries. A state bureau in charge of regulating all functions of the ATD and apprenticeship Committees.
OL&I Codes	State codes used to describe actions taken at a committee meeting.
OSATC	Oregon State Apprenticeship & Training Council-- has statutory authority to oversee apprenticeship committees, programs and policies and to approve apprenticeship committee members. The commissioner of the OL&I serves as the chairperson; the director of the bureau's ATD serves as its secretary.
Out-of-Work List Period	Apprentices who are waiting to be dispatched. Stage of skill level of apprentice, based upon OJT, related training hours and training agent evaluation. Sometimes referred to as "Step" or "Term."
Probationary Apprentice	An apprentice with less than a specified number of on-the-job-training hours or within the first year of their apprenticeship, whichever comes first.
Program	As defined in ORS 660.010, means the total system of apprenticeship as operated by a particular local joint or trade committee; also referred to as JATC, TATC, or apprenticeship committee.
Proposed Cancellation	Committee Action: This action is taken after the apprentice fails to appear before the Committee or violates a Corrective Action, and is the final step before cancellation.

Quorum	The minimum number of representatives needed to be present for the Committee to vote or take official action.
Rerate	Committee Action: Advancement to a higher period and wage based upon sufficient on-the-job-training hours, related training hours, and training agent recommendation. <i>Also referred to as Advancement.</i>
Related Training (RT)	Organized and systematic form of classroom and lab instruction designed to provide knowledge of the theoretical and technical subjects related to the trade.
Selection Method	Process used to recruit and choose applicants.
Termination	Committee Action: Cancellation of the registration agreement between the apprentice and the Committee.
Training Agent (TA)	Approved construction companies registered through the Committee with the State and who are committed to training apprentices in accordance with the Standards. They oversee an apprentice's on-the-job training.
Wage Survey	An annual poll of all training agents registered to the program to determine the average private journey-level wage for the occupation. This is done to comply with state statute ORS 660.137 (6).
Work Processes	Specified work duties/skills outlined in the Standards to ensure an apprentice has received a well-rounded experience in the trade.



Sign Hanger JATC MA 3002

Acknowledgement of Apprentice Handbook

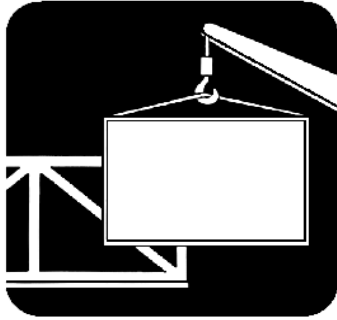
I acknowledge receipt of the foregoing policies of the Sign Hanger Apprentice Program and agree to be bound by those policies as a condition of maintaining the Apprenticeship Agreement.

APPRENTICE PRINT NAME

APPRENTICE SIGNATURE

DATE

Apprentice Copy
Revision/Adoption date 09/14/2020



Sign Hanger JATC MA 3002

Acknowledgement of Apprentice Handbook

I acknowledge receipt of the foregoing policies of the Sign Hanger Apprentice Program and agree to be bound by those policies as a condition of maintaining the Apprenticeship Agreement.

APPRENTICE PRINT NAME

APPRENTICE SIGNATURE

DATE

Committee Copy
Revision/Adoption date 09/14/2020