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DISCLAIMER for the 2017-2018 Apprentice Handbook & Course Catalog:

The procedures and policies set forth in this Handbook are subject to revision. The most up-to-date versions of the Procedures, Policies and Rules are contained in the electronic version of this document which are available online at our website: www.ua290.org

Revised July 2017

Our Mission

Our Joint Apprenticeship Training Committee's (JATC) primary mission is to train highly qualified, skilled and marketable Plumbers, Steamfitters, and HVAC/R technicians for our industry. We are dedicated to developing professionals who bring expertise, character and a sense of teamwork to the clients we service, the contractors who employ us and the union we represent.

The JATC

Greetings from the Trustee's,

The Oregon/ SW Washington/ NW California Plumbers, Steamfitters, and Steamfitter HVAC/R Joint Apprenticeship and Training Committee will hereafter be referred to as the JATC or the Committee. This Committee welcomes you to the UA Local 290 Apprentice and Journeyman Training Institute (AJTI) and wishes you a successful and rewarding training experience.

The JATC exists for setting policies which will direct and guide you through the learning process known as apprenticeship. The Committee members have your best interest in mind as an individual and as a group. However, their concern does not end there. They are also charged with the responsibility to maintain the integrity and high standards of the trade. They are concerned with making you a journeyman who will be a credit to the JATC, our contractors, the Union and yourself. It is their duty to impose certain rules and regulations, which will insure that these high standards are met.

You will be expected to put forth your best effort and produce quality results, both on-the-job and in class. If you shirk this responsibility, you are expected to accept the consequences. Since you have voluntarily chosen this trade as your vocation, if you find the JATC's direction, rules or regulations to be a gross violation of your conscience or principles, you are free to resign from your craft without prejudice. However, please note your obligations under the Scholarship Loan Agreement.

The JATC presents you with this handbook and course catalog so that its rules and regulations will be clearly understood and followed with as little confusion as possible. This booklet contains vital information. Read through it carefully so that you can proceed through your apprenticeship program without incident.

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

Plumbers and Steamfitters – U.A. Local 290 Union

Plumbing & Mechanical Contractors Association – PMCA

Board Members of the Joint Apprentice and Training Committee

Union:

Al Shropshire, Business Manager/ Financial Secretary-Treasurer
Bill Mehrens, Assistant Business Manager
Randall Nelson, Journeyman Steamfitter
Dave Sonnenburg, Journeyman Steamfitter HVAC/R
John Nyssen, Journeyman Plumber
Shawn O'Rourke, Journeyman Pipefitter

Management:

Frank Wall, Executive Director Plumbing Mechanical Contractors Association
Ed Gormley, Gormley Plumbing
Rick Bosch, Heinz Mechanical
Steve Lennon, JH Kelly
Jeff Dehaan, Charter Mechanical
Jerry Evans, Harder Mechanical

Accreditation and Licensure

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

Inquiries regarding this registration should be addressed to:

Oregon State BOLI, Apprenticeship Training Division
800 NE Oregon Street
Suite 1045
Portland, Oregon 97232
www.boli.state.or.us
1-971-673-0761

UA Local 290 Apprentice and Journeyman Training Institute is seeking candidacy for accreditation with the Council on Occupational Education. Inquiries regarding this candidacy status should be addressed to:

The Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
www.council.org
1-800-917-2081

Hours of Operation

The UA Local 290 AJTI is opened Monday through Thursday from 9:00 a.m. until 9:00 p.m. and Fridays from 8:00 a.m. until 4:30 p.m. except for legal holidays. *The Tualatin Campus office is open from 9:00 a.m. until 6:00 p.m. on Monday through Thursday when classes are scheduled and Fridays from 7:30 a.m. until 4:30 p.m.* Some classes are scheduled on Saturdays and Sundays. Instructional Service Centers are open on school nights from 5:30 p.m. to 9 p.m.

For the Computer Lab and Library/Media Services, please check posted hours. Please remember that the Library and Computer Lab may be in use for a meeting or class and takes preference over individual use.

Calendar 2017-18

August 28	Fall Semester Begins
September 4	Labor Day
October 31	Halloween
November 22-23	Thanksgiving Holiday
December 20-January 2	Christmas Break
January 17-18	Fall Semester Ends
January 29	Spring Semester Begins
March 26-30	Spring Break
June 12-13	Spring Semester Ends
June 9	Graduation Ceremony

RULES OF THE JOINT APPRENTICESHIP AND TRAINING COMMITTEES

Version 22 Approved: July 17, 2017

Failure to comply with any or all the stated rules and/or policies will result in progressive discipline and/or automatic termination by the JATC.

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

Section 1. Employment and School Requirements

- 1.01 Apprentices must present a "Termination Slip" to the AJTI Main campus office by the next business day after termination of employment.
- 1.02 Apprentices must sign and/or call in to sign the "Out of Work Book" located in the **DISPATCH OFFICE** within 24 hours of termination of employment.
- 1.03 ALL On-the-Job-Training (OJT) assignments are assigned through the Director of Training's office regardless of the geographic location. Only the JATC may change a job assignment.
- 1.04 Per the JATC Employment Policy, apprentices are not authorized to terminate his/her employment. Any issues in regard to current employment should be directed to the AJTI Office so that adequate solutions can be derived.
- 1.05 Apprentices cannot refuse or decline an OJT assignment.
- 1.06 Apprentices cannot refuse any correspondence from the AJTI. Mail should be promptly retrieved/received.
- 1.07 Apprentices on the Out of Work List (OoWL) will be available by email and text message from 9:00am until 6:00pm, Monday through Friday. Apprentices who are notified via email and text message do not need to respond to the AJTI.
- 1.08 Apprentices on the Out of Work List, who have notified the Director of Training that they can only receive dispatches via phone call, must return the call within 3 hours. Failure to do so will result in a citation to the JATC and the loss of the job opportunity.
- 1.09 Any apprentice who is discharged from an employer because he/she does not meet job qualifications and/or for cause will not be allowed to sign the OoWL and will be cited to the next regularly scheduled JATC meeting.
- 1.10 The JATC may mandate the apprentice retake a course(s) if the apprentice does not work the majority of his/her re-rate period.
- 1.11 Up to three weeks of vacation is allowed, during the scheduled summer school vacation time only. Anything exceeding three weeks will require approval from the Director of Training.
- 1.12 Apprentices on the OoWL must notify the Director of Training in writing the specific dates they will be gone, so as not to miss a job opportunity.
- 1.13 Apprentices must pay all school related registration expenses, and fees no later than the assigned due date.
- 1.14 Apprentices with registration and book fee payment plans must adhere to them, any deviation must be requested ahead of time. Failure to abide by the agreed upon plan will result in a JATC citation.
- 1.15 Apprentices who receive below average employer or instructor evaluations will be cited to the committee for evaluation review.

Section 1. Employment and School Requirements (continued)

- 1.16 Class attendance takes priority over work. Employers are prohibited from working apprentices shift-work, overtime, or out of town on school nights, unless prior arrangements are made with the Director of Training.
- 1.17 If an emergency situation arises on the job, a company supervisor must submit a written request of permission on letterhead or via email, addressed to the Director of Training.

Section 2. School Attendance

- 2.01 School attendance is mandatory.
- 2.02 If an apprentice has a second absence in a term, the apprentice will receive a written warning that a third absence will require the entire semester to be repeated. A copy of this notice will be sent to the apprentice's employer.
- 2.03 If an apprentice has a third absence in a term, the apprentice will repeat the entire semester and be held in the current term with no rerate. The apprentice must continue to attend classes even after a third absence and complete the semester.
- 2.04 An apprentice will only be allowed to retake two semesters due to lack of attendance. If an apprentice violates the attendance requirements in more than two separate semesters, the apprenticeship agreement will be terminated.
- 2.05 In the event of an emergency absence, if the apprentice wishes to seek an exception, he/she must notify the AJTI office as soon as possible in writing of the circumstances leading to the emergency absence. The Director of Training will present the issue to the JATC for review and notify the apprentice of the committee's decision.
- 2.06 If an apprentice wishes to transfer to another campus, they must submit their request in writing to the JATC, who may or may not approve the request, at the next scheduled JATC meeting.
- 2.07 Evening classes start promptly at 6pm. Persistent tardiness will not be permitted.

Section 3. Leave of Absence

- 3.01 Only the committee may grant a leave of absence from the apprenticeship program, limit class attendance, and/or limit work requirements based upon an apprentice's written request. Requests for leave should be for good cause, submitted in writing, and submitted to the Director of Training.
- 3.02 If an apprentice is seeking a medical leave of absence, supporting medical documentation from the overseeing physician must be submitted on letterhead.
- 3.03 The committee will review an apprentice's leave of absence at an interval of no less than every six consecutive months from the date it is first approved.
- 3.04 Any request to return to full working status must include a written request to the AJTI Main campus office for approval. If an apprentice was placed on a medical leave of absence, supporting medical documentation from the overseeing physician releasing the apprentice back to work must be submitted, along with the written request. It is the apprentice's responsibility to sign and/or call in to sign the Out of Work book located in the Dispatch office to be returned to the out of work list.

Section 4. Drugs and Alcohol

- 4.01 There is a zero-tolerance policy for the consumption and/or use of alcohol, marijuana, illegal drugs, or prescription drugs (without a valid prescription). Violators will be subject to JATC apprenticeship agreement cancellation.
- 4.02 Once an apprentice has exhausted the drug test appeal process, per the Master Labor Agreement, he/she may at his/her own expense consult a Training Trust approved Medical Review Officer (MRO). The committee will adhere to the recommendations of the MRO. If the recommendation is for a rehabilitation program, the apprentice must enroll in and complete the recommended program at no expense to the Committee/Training Trust and present documentation to prove his/her completion. The participant will be subject to re-testing, with or without cause, at the Trust's expense, during the remainder of his/her apprenticeship.
- 4.03 A second alcohol/drug test failure will result in JATC apprenticeship agreement cancellation.

Section 5. Monthly Progress Reports

- 5.01 Any misrepresentation, falsification, or forged signatures on OJT reports will result in immediate JATC apprenticeship agreement cancellation.
- 5.02 Progress reports must be submitted by the tenth of the following month without fail.

Section 6. Advancement Credit and Grades

- 6.01 The JATC has the right to award pay scale advancements for certificate achievements. If an apprentice fails to maintain his/her certificates, his/her pay scale advancement will be revoked.
- 6.02 Apprentices must receive a minimum >75% grade in the classroom (refer to the Grading Procedure) in order to advance to the next term.
- 6.03 Apprentices must pass (>75%) the end of the term test in order to advance to the next term.
- 6.04 An apprentice who fails the same semester more than once will be cited to the JATC and will have their apprenticeship agreement cancelled and/or terminated.

Section 7. Violation of Policies and/or Rules

- 7.01 During an apprentice's probationary period, the committee may cancel his/her apprenticeship agreement for any reason. The probationary period starts on the indenture date and lasts for twelve months from that date.
- 7.02 Progressive discipline, and/or re-rate hold, and/or apprenticeship agreement termination can be invoked for any of the following reasons, but is not limited to:
 - 7.02.01 Violation of a policy or rule of the JATC.
 - 7.02.02 Absenteeism or tardiness from school or with the apprentice's employer.
 - 7.02.03 Scholastic failure.
 - 7.02.04 Unsatisfactory job performance.
 - 7.02.05 Problems with other apprentices, instructors, co-workers, or supervisors at school or on the job.

Section 7. Violation of Policies and/or Rules (continued)

- 7.03 A non-probationary apprentice can have his/her apprenticeship agreement cancelled by the JATC without progressive discipline for acts which the Committee deems so serious or affects others so severely that immediate cancellation is warranted. Examples include but are not limited to:
- 7.03.01 Falsification of documents, cheating, or theft.
 - 7.03.02 Harassment, threatening, violent acts, or severe attitude problems during school, on the job, or with the AJTI staff.
 - 7.03.03 Use of alcohol, illegal drugs, or prescription drugs (without a valid prescription) on school property or on the job.
 - 7.03.04 Safety violations at school or on the job that have the potential of causing injury to the apprentice, co-workers, staff, or the public.
 - 7.03.05 Termination for cause by an employer.
 - 7.03.06 Other acts that the Committee feels warrant termination from the apprenticeship program with one or more citations.
 - 7.03.07 Acts in direct violation of the Local 290 Constitution, Article XVIII DUTIES OF MEMBERS or the United Association Constitution, Section 194.
 - 7.03.08 If an apprentice is cancelled from the apprenticeship program for any reason, the apprentice must wait six months from the cancellation date before re-applying for admission to the apprenticeship program.
- 7.04 The JATC reserves the right to issue an apprentice Performance Improvement Plan (PIP) along with a Strike One as a means of progressive discipline when warranted.
- 7.05 The JATC reserves the right to issue an apprentice Performance Improvement Plan (PIP) along with a Strike Two as a means of progressive discipline when warranted.
- 7.06 Apprentices must bring their handbook with them when cited to appear before the JATC Rules and Policies Subcommittee.

Section 8. Apprentice Personal Responsibilities

- 8.01 No firearms or large knives are allowed in any of the AJTI Centers.
- 8.02 Use appropriate care with all training materials and facilities.
- 8.03 Keep all the areas of the AJTI facility in a clean condition and dispose of trash appropriately.
- 8.04 **Always come to class dressed in proper attire. This includes but is not limited to no shorts, no tank tops, and no flip flops. Non-compliance may result in being denied entry into the class and an absence.**
- 8.05 The AJTI campuses are smoke **and/or vape** free zones. The Smoke-free Workplace Law, prohibits smoking **and/or vaping** inside the building and within 10 feet of all entrances, exits, and accessibility ramps that lead to and from an entrance or exit.
- 8.06 Each apprentice is responsible for notifying the local Union hall and AJTI office within 24 hours of any contact information changes including but not limited to the mailing address, telephone number, and email address. Failure to comply can result in the loss of job opportunity when unemployed.

Disciplinary Probation

(Post cancellation with appeal to Local 290 JATC)

Adopted by the MA1071 JATC on 12.15.2015

1. The committee may include provisions for non-probationary apprentices who have been cancelled from the program and submitted an appeal to the JATC within 30 days, for committee-imposed “disciplinary probation,” which is time assessed when the apprentice’s progress is not satisfactory; a “disciplinary probation” may only be used to provide an opportunity for the apprentice to correct deficiencies and cannot affect the apprentice’s appeal rights after the initial probation is completed. (See ORS 660.137 (4)) Disciplinary probation will outline the problem to be corrected, the conditions to be met for successful completion of the disciplinary period and the ramifications for failure to complete.
2. During disciplinary probation, the committee may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take other disciplinary action. (See ORS 660.137 (4))

I. STUDENT & ACADEMIC SERVICES

The UA Local 290 Apprentice and Journeyman Training Institute has developed unique programs and curriculum designed to achieve the highest standards of performance in our industries. The successful completion of these programs will provide the support required for the student to have a successful career and multiple opportunities within the industry. During your tenure in our program, always bear in mind that, in addition to the grants and supplemental training funds that our Program receives, your education is primarily funded by the men and women represented by UA Local Union 290, through direct contributions from their wage package. Every member of UA Local Union 290 has committed to your education, to ensure the high standards of excellence and our ability to provide the highest quality of work to our employers.

A. Admissions

In order to be admitted to any of the programs, you must:

Be a minimum of 17 years of age in order to apply, and a minimum of 18 years at time of registration.

Be a high school graduate, have a GED of 255 points (or 2550 points for GED issued after 1-1-03); or, be a high school graduate with a GED Pretest examination score of 255 or above (2550 points for GED pretest score issued after 1-1-03 and before 12-31-13) or Score 600 if achieved after January 1, 2014.

Have completed one full year of high school algebra, integrated math 2, or equivalent post-high school algebra course (s) with a grade of 'C' or better or must present current math placement test results from a community college facility indicating a placement level beyond high school level algebra.

Please refer to the website, www.ua290.org, for further information regarding the online application process.

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Oregon State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

B. Enrollment

Once an applicant has been notified of their acceptance to the program they must complete the apprenticeship agreement document. Until this document has been completed, no student may start the program.

I. STUDENT & ACADEMIC SERVICES (continued)

C. Registration

Students enrolled in the apprenticeship programs are automatically registered for technical classes each term. Students registering for classes with partnership institutions, e.g., Washtenaw Community College are responsible for meeting the registration deadlines of those institutions.

D. Job Placement

Students in the apprenticeship program are automatically placed with a contractor at a jobsite. Once the student has graduated, journeymen receive placement assistance from the union. Work placement from the union is continuous until retirement.

E. Graduation Requirements

Students who have completed the required **1,080** hours of core curriculum, technical courses, practical tests, and licensing exams in their program, in addition to having completed 8,000 hours of on-the-job training are eligible for graduation from the apprenticeship program. They will receive an apprenticeship completion certificate from the UA Local 290 AJTI. A graduation ceremony is held once a year in June.

The UA Local 290 AJTI does not offer degree programs at this time, but does have a cooperative agreement with Washtenaw Community College. For more information on the WCC program, speak with your coordinator.

F. Transfer from Other Apprenticeship Institutions

Students who wish to transfer from another apprenticeship program, must complete the admissions process. Once accepted into the program, advanced standing is not guaranteed.

G. Transfer Between Programs

Students who wish to transfer to another trade program must go through the admissions process for that program. If they are accepted and upon approval by the JATC, only safety classes and general studies classes can be transferred to the other program. Performing work outside of one's trade classification will result in removal from the employer by the Training Director and/or a Local Union representative and could result in expulsion from the apprenticeship program.

H. Withdrawal Policy/Leave of Absences

Students who wish to withdraw from the program should submit a written request to the Director of Training. A leave of absence may be granted for personal or medical reasons at the discretion of the JATC. If the JATC believes that the student should be granted a leave of absence, the student will be notified in writing.

I. STUDENT & ACADEMIC SERVICES (continued)

I. Advisement

Staff is available for consultation on student progress, professional development and remediation requirements. Please check posted office hours to meet with an assistant coordinator or call to schedule an appointment. The administrative staff is also available to provide general advisement on available services, including students with special needs or who require special services, partnership programs and continuing education opportunities. Schedule an appointment to discuss these services.

J. Transcripts

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

K. FERPA

The Federal Family Education Rights and Privacy Act (FERPA) of 1974 regulates a wide range of privacy related activities including:

- Management of student records maintained by the School
- Regulations regarding who has access to student records
- For which purposes access to student records is granted

School officials will release educational information upon receipt of a signed, dated written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made, including:

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, Section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.
- In connection with Financial Aid, to organization who are conducting studies that are on behalf of educational agencies;
- To Federal or State educational authorities;
- To accrediting organization;
- In compliance with a lawfully issued subpoena;
- In connection with a health or safety emergency.

Non-School individuals (including parents except as described above) *may not have access* to educational records unless authorization from the student is obtained or a lawful subpoena/court order is issued to the School. Examples of records not released are grades; grade point average; the specific number of hours/credits enrolled, passed, or failed; Social Security Number; student ID number; name of parents or next of kin; and/or residency status.

I. STUDENT & ACADEMIC SERVICES (continued)

Students may complete a form authorizing the Administrator's Office to permit non-School individuals to view the student's academic record.

L. Transfer of Credits

Currently, Local 290 AJTI is developing articulation agreements with several colleges to accept all credits earned through our programs. There is no guarantee that any college will accept these credits.

M. Tuition Fees

Apprentices who have been accepted into the apprenticeship program will not be charge tuition.

N. Refund Policy

Since there is no tuition fee, there is NO refund.

O. Cost of Attendance Budget

The cost of attendance budget is an estimate of the total amount of money it will cost a student to attend the AJTI school. The cost of attendance budget includes: books and materials. The estimated TOTAL cost for each program over the 5-year period are as follows:

<u>Program</u>	<u>Registration</u>	<u>Books*</u>	<u>Estimated Maximum Costs</u>
HVAC/R Service	\$1,000.00	\$3,000.00	\$4,000.00
Plumber	\$1,000.00	\$3,000.00	\$4,000.00
Steamfitter	\$1,000.00	\$3,000.00	\$4,000.00

*Students are required to purchase their books through the Main Tualatin campus.

P. Continuing Education Programs

The UA Local 290 Apprentice and Journeyman Training Institute is pleased to offer many courses and certificate programs for the journey worker in the field. The programs are offered under Continuing Education. Whether you are interested in updating your skills, learning something new or working towards advancement, these courses are designed with you in mind. A schedule of classes is posted on the website.

II. APPRENTICESHIP TRAINING

A. Indenturing

Your indenture date will be the date that is executed on the State Apprentice Agreement. Remember, you are an apprentice indentured to the Joint Apprenticeship Training Committee, not to the employer. You are not, under any circumstances, to leave your place of employment or permit yourself to be “loaned out” to another employer.

B. Apprenticeship Agreement

The State Apprenticeship Agreement you signed, conforms to the Collective Bargaining Agreement between the Union and the employer, and any deviation from it in the matter of working conditions, violations of Union rules or wages paid must be reported immediately. The Labor Law of the State of Oregon and the powers vested in this JATC are for your protection under this agreement. Any concern(s) should be reported to the Director of Training or AJTI main campus office immediately. You can be assured that your concern(s) will be dealt with immediately and confidentially.

C. Probationary Period

The first twelve months from your date of indenture is considered a probationary period. During this period, the JATC can cancel your apprenticeship agreement for any reason and you may voluntarily withdraw without reason.

D. Grievance Procedures

All grievances regarding wages, type of training, etc., are to be brought to your JATC. Fellow workers can do nothing for you, nor are they authorized to. Any grievances you may have should be brought to the attention of the AJTI office in a timely manner. This can be done by notifying an Assistant Coordinator.

In matters where the student believes that JATC has violated its enrollment agreement or other administrative issues, students may register a final appeal with: The Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, (770) 396-3898.

E. Change of Address

Always notify the AJTI office within 24 hours of any change of address or telephone number. Failure to do so may result in loss of job opportunities, unnecessary delays in your receiving important correspondence, pay raises or may even result in disciplinary action by the JATC.

F. Overtime

Working overtime will not be permitted when it interferes with your school attendance.

III. ON-THE-JOB RULES AND REGULATIONS (continued)

A. On-the-Job Training

You will be required to apply yourself diligently to your on-the-job training, to work hard and cooperate with your Journeyman. A record of repeated discharges or adverse reports from your employer will be cause for an explanation to the JATC. If it is found that you are not suited to this trade either mentally or physically, or that you lack aptitude or work ethic for this trade, the JATC, as a justice to you, your employer and the trade will recommend removal from the apprenticeship program.

a. Plumbers, Steamfitters, and Steamfitter HVAC/R Service Technician Apprentices

1. **First through Fourth Year Apprentices**

During the first period through the eighth period of apprenticeship, apprentices are required to work under the immediate supervision of a qualified journeyman. The apprentice is responsible to a specific journeyman as designated by his/her employer as allowed by the labor agreement.

2. **Fifth Year Apprentices**

During the ninth and tenth periods of apprenticeship, an apprentice is permitted to perform work without being under the immediate supervision of a qualified journeyman. This does not permit you to supervise another journeyman or an apprentice.

3. **Ratio of Journeymen to Apprentices**

A qualified employer may employ one apprentice when at least one journeyman is regularly employed, a second apprentice when a second journeyman becomes employed, and an additional apprentice for each three additional journeymen.

b. Residential Plumbers

1. **First through Fourth Year Apprentices**

During the first period through the eighth period of apprenticeship, apprentices are required to work under the immediate supervision of a qualified journeyman.

III. ON-THE-JOB RULES AND REGULATIONS (continued)

B. Steady Employment

Every apprentice must make every effort in their power to maintain steady employment. An apprentice is maintaining steady employment when he/she is employed enough to maintain the continuous flow of on-the-job training and related supplemental instruction. If an apprentice is not maintaining a minimum of 800 hours of on-the-job training per semester, their progress may be deemed unsatisfactory and the JATC Committee will further evaluate the situation to determine if a cancellation of the apprentice's agreement is warranted. If it is discovered that apprentices have not made themselves available for work offered by the Director of Training they may be cited to show why they should not be dropped from the apprenticeship.

C. Required Number of Work Hours

All apprentices must have completed the required number of on-the-job training hours before they are granted approval by the Committee to complete the program.

D. Rotation of Apprentices

The information an apprentice completes on his/her monthly Progress Report is documentation as to what type of training the apprentice has previously obtained. It is therefore very important that each apprentice keep a factual record of these work processes.

If any apprentice feels he/she is not receiving diversified training on the jobsite, the apprentice should request through the AJTI office that the JATC review his/her previous on-the-job training records. If the Committee finds that an apprentice is not receiving the diversified training, the Director of Training and/or JATC will either correct this situation with the apprentice's employer or transfer the apprentice to an employer that can supply him/her with this diversified training, subject to availability. An apprentice may be rotated by the employer with the approval of the Director of Training and/or JATC, to ensure that all work processes required to complete the program are met. Apprentices may also be rotated on an employer need basis if approved by the Director of Training and/or JATC.

Performing work outside of one's trade classification will result in removal from the employer by the Director of Training and/or the JATC, unless prior approval is obtained.

III. ON-THE-JOB RULES AND REGULATIONS (continued)

E. Re-rate Policy

1. Related training and on-the job training go hand in hand. In order to be re-rated to the next term and rate of pay, an apprentice must meet the following conditions:
2. Overall competency, which includes aptitude, attitude and dedication to professional development.
3. Credit for prior experience, demonstration of mastery or recognition of a United Association achievement. The committee may grant credit, advance standing or increase wage progression term at its discretion for achievement or experience, which is equivalent to this Committee's programs. Such credit will be based on: demonstrated skills, documented experience, documented classroom training, United Association achievement, results of any objective examination the Committee may require.
4. Re-rates are scheduled for February 1st and August 1st.
5. Minimum on-the-job training hours (800 per term).
6. Passing grade for related training.
7. Re-rates are to coincide with the successful completion of the associated school term and require cumulative OJT hours.
8. You must meet the minimum OJT hours found on the table located on the following page. If you are out of work but worked overtime in previous months and were able to accumulate the hours needed you will be re-rated.
9. If you accumulate the required OJT hours prior to the February 1st and August 1st re-rate schedule you will not be re-rated ahead of schedule because you must complete both the related training and OJT requirements.
10. Probationary apprentices will receive their first re-rate after successfully completing one term of related training and meeting the minimum OJT hours required for advancement.
11. Any wage rate discrepancies should be directed to the AJTI office first to be resolved.
12. Upon a citable offense, an apprentice's re-rate will be held until the decision of the JATC.

III. ON-THE-JOB RULES AND REGULATIONS (continued)

E. Re-rate Policy (continued)

Minimum OJT Hours Required	Minimum Related Training Hours Required	To Advance to %	Classification
0	0	40%	1st term

800 hours	108 hours	50%	2nd term
1,600 hours	216 hours	55%	3rd term
2,400 hours	324 hours	60%	4th term
3,200 hours	432 hours	65%	5th term
4,000 hours	540 hours	70%	6th term
4,800 hours	648 hours	75%	7th term
5,600 hours	756 hours	80%	8th term
6,400 hours	864 hours	85%	9th term
7,200 hours	972 hours	90%	10th term
8,000 hours	1,080 hours	100%	Journeyman

F. Your Progress Report

It is YOUR responsibility to submit your Progress Report online properly each month. It is wise to keep your On the Job Training (OJT) Hours Worksheet updated daily so that as soon as the month is over it can be submitted online in a timely manner.

G. Progress Report Deadline and Collections

Your Progress Report must be completed and submitted on time. Progress Reports are due on the tenth (10th) day of the following month. The apprentice is responsible for ensuring the information submitted is correct. Any progress report received after the 10th day of the following month is considered late and subject to the late monthly progress report policy.

Falsification of your monthly OJT hours may lead to disciplinary action up to and including expulsion by the JATC.

III. ON-THE-JOB RULES AND REGULATIONS (continued)

H. Work Hours

Work hours, both straight time and overtime, are to be recorded on the pages provided in the back of this handbook. It is very important that you keep an accurate accounting of the dates and hours you worked.

I. Work Processes

Each apprentice is furnished with a breakdown of the various work processes in his/her trade classification (see Work Processes on the back of your Progress Report). An explanation for using this method was given to you during orientation along with written examples of how to properly fill out an OJT Hours Worksheet. If you have misplaced these instructions, they can be found on the website at www.ua290.org, under the training tab. The information you provide on your monthly work hours is documentation as to what type of training you have obtained. It is very important that you keep a factual record of the work processes of your work hours. You can use your completed OJT Hours Worksheet to assist in entering hours online. The hours you submit are used to determine whether or not you are receiving the training necessary to make you a qualified craftsman.

J. Online Progress Report Instructions

The following are instructions for submitting your Progress Report online. If you need assistance, please ask the AJTI office staff. You will be provided with a User Name and Password during orientation.

1. Go to the following website: www.gotomyunion.com.
2. Enter your User Name and Password and click 'Sign In'.
3. Click on OJT Hours, select the correct month, fill in the hours and click 'Submit' after all hours have been recorded. Do NOT push "Submit" more than once.
4. Click 'Print' after you have submitted the hours to save a copy for your records.
5. Check your email for an email confirmation of your OJT submission. If you do not receive one within 24 hours of your submission, notify the AJTI staff immediately. Any notification to the AJTI office of the issues you are experiencing, prior to the end of the 10th day of the month will not result in a late submission.
6. The following screen shot depicts where you should go and how you should enter your hours in the website.

III. ON-THE-JOB RULES AND REGULATIONS (continued)



Menu

- Home
- OJT Hours**
- Change Profile
- Help
- Log Out

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

Hours For:

Date Received:

Date Exported:

Comment:

Total Hours:

III. ON-THE-JOB RULES AND REGULATIONS (continued)

K. Monthly Progress Report Policy

Progress reports are a vital part of each apprentice's file. They are the record of OJT hours. It is the APPRENTICE'S RESPONSIBILITY to see the reports are promptly and accurately completed as follows:

1. Column 'B' hours are brought forward from previous month's report column 'D'.
2. The apprentice should fill in the report daily. Each day's hours worked should be broken down into the work processes listed in Column 'A'.
3. At the end of the month, the apprentice should total hours across for each work process in Column 'A' and enter the total in Column 'C'.
4. Each month, the apprentice should add hours in column 'B' to column 'C' and enter the total in column 'D'. This allows the apprentice to track how close they are to completion rates in each required category. Apprentices may exceed categories by the end of their apprenticeship program.
5. The apprentice should add vertically the hours listed in Columns 'C' and 'D'.
6. Progress reports are submitted by the 10th of each month **whether or not** the apprentice is working.
7. Work hours, both straight time and overtime, are to be recorded. It is very important that you keep an accurate accounting of the dates and hours you worked. Work hours will be randomly checked against actual hours logged.
8. The reports are also subject to periodic examination by the Federal Bureau of Apprenticeship and Training (BAT) and the State Apprenticeship and Training Division (ATD) and the Veterans Administration (VA).
9. If an apprentice has any difficulty entering their progress reports or does not receive the email confirmation of their OJT submission, they should contact the Training Center immediately, prior to the 10th of the month. Penalties will NOT be issued if rectified prior to the 10th day of the month. Notices of any issues after the 10th of the month will be considered late.
10. The following late Monthly Progress Report (MPR) Policy will be strictly adhered to by the JATC.

LATE MPR PROGRESS DISCIPLINE ACTION PROCEDURE

Approved by the MA 1070/1071/1043 JATC on 02/18/2015

<u>Offense #</u>	<u>Action</u>
1 st Late MPR	Citation to the JATC – Invitation only
2 nd Late MPR	Citation to the JATC – Strike 1 + PIP
3 rd Late MPR	Citation to the JATC – Strike 2 + PIP
4 th Late MPR	Citation to the JATC – Apprenticeship Agreement Cancellation

**** Apprentices will NO LONGER receive a warning letter in the mail for their first late MPR ****

III. ON-THE-JOB RULES AND REGULATIONS (continued)

L. Dispatch Zone Policy

Adopted by the JATC on 09/23/2013
Amended by the JATC on 07/14/2014

Effective upon most recent JATC amendment/approval date.

1. Apprentices will automatically be dispatched in their "home" region. At the time of each layoff the apprentice may choose to add additional zones to their region choices. If an apprentice chooses additional zones they are required to accept a dispatch for any zones they have chosen. No dispatches will be offered to the apprentice unless it falls within the "home" zone or additional chosen zones. Failure to accept a dispatch within the apprentices "home" zone or additional chosen zones will be grounds for a citation to appear before the JATC.
2. During increased out of work periods, a singular offer will be made to apprentices for work outside of their selected zones, if it is available. Declinations to the one-time offer will not be revisited after the declination is made.
3. Apprentices will be notified of their dispatch via **email AND sms text messages**. Text messaging rates may apply and are not the responsibility of the JATC. (Effective 08/04/2014)
4. If an apprentice does not have email or text message accessibility and can only receive dispatches via phone calls, he/she must notify the Director of Training, in writing, immediately, so as not to miss a job opportunity. Such apprentices will be called with their dispatch. (Effective 08/04/2014) Any apprentice who needs this exception must show evidence that they do not have reasonable accessibility to email and/or text messages.
5. Dispatches will be made according to the JATC approved dispatch policy.
6. To be certain that you are receiving text messages from the training center, please do the following: If you text the key word: **EZlocal/290 to 313131** it will have that phone join the text group and the messages will then come through.
Once you text that number the keyword, you will receive a confirmation text letting you know you joined the correct texting group.

M. Out of Work List

1. The apprentice Out of Work List distinguishes by program and/or location.
2. Apprentices dispatched to "short calls" (not to exceed 10 business days) while on the OoWL will not lose their place on the list. (Effective 2/15/2010)
3. The Out of Work List will not be physically posted, however, apprentices on the OoWL can call on Monday's to request their OoWL number. This number is subject to change.

III. ON-THE-JOB RULES AND REGULATIONS (continued)

N. Employment Policy

Every apprentice must make every effort in their power to maintain steady employment. An apprentice is maintaining steady employment when he/she is employed enough to maintain the continuous flow of on-the-job training (OJT) and related supplemental instruction. If an apprentice is not maintaining a minimum of the 800 hours of OJT per semester their progress may be deemed unsatisfactory and the JATC staff will further evaluate the situation to determine if a cancellation of the apprentice agreement is warranted. If it is discovered that apprentices have not made themselves available for work they may be cited to provide reasons why they should not be dropped from the apprenticeship. As an apprentice indentured to the Joint Apprenticeship Training Committee, you are expected to be physically able, mentally prepared, drug, alcohol, and marijuana free, available and willing to work.

1. Apprentices must present a "Termination Slip" to the AJTI Main campus office by the next business day after termination of employment.
2. Apprentices must call and/or sign the "Out of Work Book" located in the **DISPATCH OFFICE** by the next business day after termination of employment.
3. Apprentices are **NOT** authorized to terminate his/her employment. Any issues in regard to current employment should be directed to the AJTI office, so that adequate solutions can be derived.
4. Apprentices on the "Out of Work List" will receive the dispatch via email and text message and/or phone if electronic means are not available from 9:00am until 6:00pm, Monday through Friday.

III. ON-THE-JOB RULES AND REGULATIONS (continued)

O. Unemployment: Laid Off, Disabled or Leave of Absence

Laid Off/Disabled (temporarily: < 2 weeks)

If you are unemployed for an entire month, or longer, due to lack of work, your obligation to submit a Progress Report online still applies.) If you have left work on account of a disability, you must inform the Apprenticeship Secretary or Training Director as soon as possible.

Leave of Absence/Disabled (long term: > 2 weeks)

If you have left work on account of a disability, you must inform the Apprenticeship Secretary or Assistant Training Coordinator as soon as possible.

When you are on a leave of absence, you must include your request in writing and sign the out-of-work list at the Dispatch office and indicate when you expect to be available for dispatch. Once you are ready to return to work, contact the Apprenticeship Secretary.

Apprentices who have taken a leave of absence, regardless of the circumstances, DO NOT have to submit monthly OJT reports as they are not working and have temporarily left the program. Upon resuming their apprenticeship program, they must resume submitting OJT reports even if they are unemployed upon their return.

You must notify the AJTI office of your intentions every 6 months or less, whether it is to continue/extend your leave of absence or to give a return date.

Leave of absence requests should be written to the JATC and submitted to the Apprenticeship Secretary for approval at the next scheduled JATC meeting.

P. Credit for Past Experience

All requests for credit for previous experience must be submitted in writing to the JATC after the probationary period (1 year). All requests must be accompanied by statements on business letterhead from your previous employer or employers and should outline the length of time worked and type of work done and its application to your current programs work process. Any trade school education must be verified by official transcripts or certificates showing course content and the number of course hours. The JATC reserves the right to deny your request with or without cause.

IV. HEALTH & SAFETY

The AJTI strives to provide all apprentices with a safe and healthy learning environment. To accomplish these goal apprentices must diligently undertake efforts to promote safety. The AJTI, through its supervisory personnel, shall develop and implement safety rules and regulations. This process will be ongoing and will require periodic safety audits. Safety audits will be undertaken to determine the necessity and feasibility of providing protective clothing, devices, or safeguards to make the classroom safe and healthy. The AJTI instructors shall also undertake the responsibility to educate apprentices as to hazards of the construction industry and to train apprentices as to such hazards and the proper and safe method to perform all tasks.

Apprentices shall devote their full skill and attention to the performance of their learning responsibilities utilizing the highest standard of care and good judgment. Apprentices will follow all safety rules and regulations at all times including the use of protective clothing, devices, or equipment, attendance at all training sessions related to class time, and follow the directions of warning signs or signals or the commands or directions of the instructional staff. Finally, all school-related injuries or illnesses are to be reported to your Instructor immediately, regardless of severity. In the case of significant injury, an apprentice's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may result in a citation to the JATC.

Safety rules and regulations will be issued or modified from time to time and shall be effective immediately. Rules and regulations will be distributed to apprentices and posted on the apprentice bulletin board.

Safety first!

A. Health and Safety Plan

It is the policy of the UA Local 290 Apprentice and Journeyman Training Institute (AJTI) that all accidents and incidents which results in personal injury or illness, and/or damage to AJTI property shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, incidents, and accidents are properly managed in a timely fashion, and that all causes (direct and contributory) are thoroughly identified and that the appropriate actions are taken.

Scope

This policy applies to all students, employees and visitors at any AJTI location at which work, study or any other AJTI sanctioned activity is being conducted.

Purpose

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of AJTI the community or visitors. Injuries and incidents must be reported and investigated in order to fulfill legal requirements, ascertain compliance with applicable regulations and AJTI policies, and assist in taking steps to remedy hazardous conditions to prevent recurrence.

IV. HEALTH & SAFETY (continued)

Definitions

AJTI – Apprentice and Journeyman Training Institute

ISC – Instructional Service Center

Student – an individual who has contracted with and is registered as a UA Local 290 Apprentice and Journeyman Training Institute apprentice or journeyman.

Visitor – an individual who is present on UA Local 290 Apprentice and Journeyman Training Institute premises.

Accident – a sudden and unforeseen event attributable to any factor which caused (a) an injury to a member of the Main campus or ISC community while he/she was carrying out UA Local 290 Apprentice and Journeyman Training Institute activities or (b) material damage to any AJTI property.

Incident – an event or a situation attributable to any factor which could cause (a) an injury or illness to a member of the UA Local 290 Apprentice and Journeyman Training Institute community or (b) material damage to UA Local 290 Apprentice and Journeyman Training Institute property.

Illness – An unhealthy condition of body or mind; sickness.

Injury – arising out of or in the course of an accident, or a disease, suffered by a student, employee, or a visitor as a result of the work/study/environment or activities performed in the course of employment, study or work.

Employee – a person who is employed by the UA Local 290 Apprentice and Journeyman Training Institute in either a part time or full-time capacity.

Internal Reporting

All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, before leaving the AJTI premises, either to his/her Instructor, Assistant Coordinator, Director, or an authorized representative.

Investigation

The primary responsibility for investigation of an injury or incident lies with the instructor or assistant coordinator or an authorized representative, which may include the Director.

The authorized representative is responsible for writing the investigation report, which shall include:

- An account of the injury or incident;
- Recommendations for remedial actions to prevent recurrence; and
- The names of the departments, services, and persons to which the recommendations have been forwarded for follow up.

All reports are located in each administrative office. A copy of the investigation report shall be sent to the UA Local 290 AJTI Director of Training.

IV. HEALTH & SAFETY (continued)

Reporting Procedures for Injury/Incident Policy

Responsibilities of Students, Employees and Visitors:

A student, employee or visitor who is a victim of an injury or who has suffered and illness or disease shall:

- Immediately report the injury to the authorized representative:
- Complete and sign the injury, illness or accident report as soon as possible following the incident. Administrative assistants have copies of all reports.

Responsibilities of Instructors, Assistant Coordinators or Administrators:

An instructor, assistant coordinator or administrator should:

- Ensure that the victim gets immediate medical attention if required
- Call 911 for Emergency Medical Services if necessary
- Obtain the names of witnesses
- Ensure that anyone who is a victim completes and signs the reporting form
- Investigate the injury

Maintaining good health requires access to health care when it is needed. The following hospitals, medical facilities, and health centers are available to render the necessary health and medical services.

Major injuries, incidents, or illnesses (Outside of 911 calls):

Tualatin Main Campus:

Legacy Meridian Park Medical Center
19300 SW 65th Avenue
Tualatin, OR 97062
(503) 692-1212

Redmond Instructional Service Center:

St. Charles Redmond Medical Center
1253 N. Canal Blvd.
Redmond, OR 97756
541-548-8131

Springfield Instructional Service Center:

McKenzie Willamette Medical Center
1460 G St.
Springfield, OR 97477
(541) 726-4400

White City Instructional Service Center:

Providence Medford Medical Center
1111 Crater Lake Ave.
Medford, OR 97504
(541) 732-5000

IV. HEALTH & SAFETY (continued)

Salem Instructional Service Center:

Salem Hospital
890 Oak Street SE
Salem, OR 97301
(503) 561-5200

Eureka Instructional Service Center:

Saint Joseph Hospital
2700 Dolbeer St.
Eureka, CA 95501
(707)445-8121

Minor injuries, incidents, or illnesses:

Tualatin Main Campus:

ZOOM+Care Urgent Care
7421 SW Bridgeport Road
Tigard, OR 97224
(503) 941-3798

Redmond Instructional Service Center:

Your Care Urgent Care (Next to Applebee's)
3818 SW 21st Place. Suite 100
Redmond, OR 97756
(541) 548-2899

Springfield Instructional Service Center:

Peace Health Medical
860 Beltline Rd
Springfield, OR 97477
(541) 222-6055

White City Instructional Service Center:

Valley Immediate Care Urgent Care
1600 Delta Waters Rd.
Medford, OR 97504
(541) 858-2515

Salem Instructional Service Center:

Salem Clinic
1165 Union St. NE # 200
Salem, OR 97301
(503) 364-8151

Eureka Instructional Service Center:

Redwood Urgent Care
2440 23rd St.
Eureka, CA 95501
(707) 298-2011

Counseling Services

The UA Local 290 AJTI does not provide any direct counseling services, but does encourage students to seek any assistance that they require. A guide of community counseling resources has been listed below. The student should also consult the Union Benefits Office regarding potential coverage for counseling services.

Substance abuse and mental health issues

For Military Veterans in Crisis: (800) 273-8255

Tualatin Main Campus:

Washington County Crisis Center
5228 NE Hoyt St.
Portland, OR 97213
(503) 291-9111
Hearing Impaired: TDD (800) 735-2900

Redmond Instructional Service Center:

Health Services Building
2577 NE Courtney Drive
Bend, OR 97701
(541) 322-7400 Public Health Phone
(541) 322-7500 Behavioral Health Phone

Springfield Instructional Service Center:

CAHOOTS (Crisis Assistance Helping Out on The Streets)
341 E 12th Ave.
Eugene, OR 97401

CAHOOTS is dispatched in Eugene through the police-fire-ambulance communications center, 541-682-5111 and within the Springfield urban growth boundary through the non-emergency number, 541-726-3714. For other business call 541-342-8255.

White City Instructional Service Center:

Jackson County Health & Human Services
140 S. Holly St.
Medford, OR 97501
(541)774-8200

Salem Instructional Service Center:

Salem Hospital
890 Oak St SE
Salem OR 97301
(503) 561-5200

Eureka Instructional Service Center:

Humboldt County Mental Health
720 Wood St.
Eureka Ca. 95501
707-268-2900

Additional Injury, Illness or Accident Protocol

- Follow the three emergency action steps recommended by the American Red Cross (Check, Call, and Care).
- Sound the emergency alarm – if necessary.
- Supervise the evacuation of the building (Please follow guidelines as set forth on the emergency evacuation floor plans).
- Provide basic care for an injury or sudden illness until the victim receives professional medical help.

Campus Security

In addition to the health of our students, the safety and security of our students, their property and campus property is of primary concern. The following policies are in effect to ensure this security.

- All Faculty, staff and students are to report the loss or damage of school equipment to the Director. An incident report form should be used for this purpose.
- No firearms or large knives are allowed in any of the AJTI Centers.
- Students are to report any threats or attacks made by fellow students to the an Assistant Coordinator or the Director. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed by the JATC.
- Any other incidents or actions that will threaten the harmony or the security of the campus, should be reported immediately to the Director.

Emergency Procedures

Fires: All Students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers throughout the School. In case of fire, dial 911 immediately. Give the 911 operator the precise location of the fire and they will alert the fire department.

Emergency Evacuation: When a fire alarm sounds, all Instructors and students should proceed to the closest exit and assemble in the main campus parking lot for a head count by the instructor before being dismissed. Emergency Evacuation instructions for each Instructional Service Center are available at that location.

Police: To summon the police, dial 911, and the operator will alert the police department.

Theft: If a theft has taken place, please report it immediately to the Instructor or to the administrative office.

Accidents and Illness: In the event anyone becomes injured or ill at the Main campus or one of the Instructional Service Centers, emergency response should be contacted by the instructor. Emergency personnel will make determinations as to the needed medical attention and transportation.

Incident Reports: A complete report of every incident, no matter how minor, should be made to the Director within 48 hours of the incident. Copies of incident reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact the local coordinator, and then file an incident report as described above. Any incident involving serious injury should be reported at any time during the day or night to emergency response at (911) then file an incident report as described above. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

B. Inclement Weather Policy

If the campus is closed, students will be responsible for all assigned work, and classes will be rescheduled. When applicable all of the UA Local 290 Training Centers follows the closing schedule of the public-school district where the apprenticeship school is located.

Cancellation of classes at the Tualatin AJTI campus due to inclement weather or other abnormal conditions will be announced through the local news media and/or www.flashalert.net. Apprentices going to school at any of the Instructional Service Centers will need to check with the coordinator or call the class instructor.

C. On-the-Job

If an apprentice is asked to work in an environment that they believe to be unsafe they must inform their Journeyman, Foreman, or safety personnel on the jobsite immediately. If the situation still exists as to the safety of the work environment the apprentice should call the Assistant Coordinator of their designated program. All apprentices shall wear proper clothing and maintain their personal appearance in such a manner as not to create a health or safety hazard to themselves, their fellow workers or their employers.

DO NOT PROCEED BACK TO WORK IN AN UNSAFE ENVIRONMENT.

D. At the AJTI Main campus or an Instructional Service Center

All apprentices attending related training classes will be required to wear suitable clothing and footwear necessary to protect themselves from unforeseen hazards. This clothing will be in such condition as not to soil the carpeting, chairs or stools in the training facilities. If an apprentice continues to appear for class in grimy clothing and shoes or without the proper footwear, he/she is to be dismissed from class and marked absent. The determination of what is suitable is left to the discretion of the instructors or staff.

The JATC requires the wearing of protective eye devices by all persons performing/attending hazardous operations. Places such as the Welding & Brazing shops and some areas used for Rigging, are considered "high-hazard" areas and require the wearing of protective eye coverage and protective footgear at all times in order to guard against accident, injury and potential liability. All

IV. HEALTH & SAFETY (continued)

accidents, regardless of how minor, should be reported to the instructor in charge who will report the accident to an appropriate staff member or assistant coordinator.

By order of the Joint Apprenticeship Training Committee (JATC) and as prudent safety practices dictate, all guards and appropriate personal protective equipment shall be in place when engaging in any activities at any UA Local 290 AJTI facility. Any person observed ignoring this policy will be asked to leave the premises immediately.

E. Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both physically and mentally to deal with an active shooter situation. When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Warn other individuals against entering an area where an active shooter may be
- Keep your hands visible at all times
- Follow the instructions of any law enforcement officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Hide Out

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

IV. HEALTH & SAFETY (continued)

- Silence your cell phone and/or pager
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

Alternatives

If neither evacuation nor hiding out are possible:

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's presence
- If you cannot speak, leave the line open to allow for the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

When Law Enforcement Arrives

Remember the following guidelines:

- Remain calm and follow instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers
- Avoid pointing, yelling, and screaming
- Do not stop to ask for help or directions while evacuating

V. RELATED CLASSROOM TRAINING

A. Resource Center and Computer Services

The UA Local 290 Apprentice and Journeyman Training Institute's main campus and Instructional Service Centers have computer labs which are open to apprentices according to the hours posted.

The Tualatin campus Computer Lab is in Room 117. The Computer Lab contains computers for submitting Progress Reports online, research & word processing needs.

Whether using this service on your own time or during class, the following rules apply:

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to school policy or business interests.

Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the Training Institute. However, the UA Local 290 AJTI's Main campus and all Instructional Service Centers reserve the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other school policies. Apprentices should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.

Outlying instructional service center apprentices should contact their assistant coordinator with any technological resources they may need to access at their local training center.

B. Apprenticeship Standards

Bureau of Labor Industries (BOLI) has empowered the JATC to govern the employment and training of apprentices. Non-probationary apprentices have the right to appeal any decision of the JATC by contacting BOLI, 800 NE Oregon St. Suite 1045 Portland OR 97232. A copy of each of the Apprenticeship Standards is available upon request.

Complaints, requests, and appeals should adhere to the process outlined in the standards. Complaints submitted outside of the outlined process will not be considered until the individual pursues the proper steps.

V. RELATED CLASSROOM TRAINING (continued)

C. Grading Procedure & Satisfactory Academic Progress

Grades will be issued by UA Card # and will be available to all apprentices at (www.ua290.org) under the "Training" tab. Grades will also be posted at individual Training Institutes (exact location determined by the area Assistant Training Coordinator).

Students must maintain a 75% average in all classes to make satisfactory academic progress. Students who fall below this standard will be notified and required to do remedial work until they meet this standard.

D. Remedial Assistance

Students who enter the program are required to read at the 9th grade level. Approximately, 90-95% of all reading material is at that level. Some texts and manuals have higher levels because of the technical nature of the industry. Students who have difficulty comprehending these materials have two options for remedial assistance as described below:

- Peer to peer assistance: Through the faculty, students who need assistance in technical subject areas may be assigned a peer counselor, who will work with them to master a particular skill or reading requirement.
- Instructor to Student assistance: Our students will be offered to work with instructors on remedial issues.

V. RELATED CLASSROOM TRAINING (continued)

E. JATC APPRENTICE GRADING POLICY Adopted: July 14, 2014

The percentage points listed below will be used to establish the letter grade:

Grade Percent	Letter Grade
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96 – 100%	A
89 – 95%	B
82 – 88%	C
75 – 81%	D
Below 74%	F

Note: At the discretion of your instructor make-up examinations and quizzes will be made up within a reasonable length of time and on a night other than a class night. Arrangements will be made with the instructor as to time and place.

SEMESTER GRADE

Tests/Quizzes	70%
Homework	15
Class Participation	5
Notebook	10
	—
	100%

The Semester Grade and End of Term Exam are two **INDEPENDENT** grades. You must pass them **BOTH**, with a 75% or better, to advance to the next term.

Semester Grade:

You must pass with a 75% or better in the classroom portion to advance to the next term. This includes but not limited to attendance, tests, class participation, handouts, quizzes and other work provided by your instructor.

End of Term Exam: You must pass with a 75% or better on the End of Term Exam. This exam will cover everything you have learned during the semester. The **ONLY** letter grade will be a **Pass (P)** or

Fail (F) – All failed tests will be reviewed by the apprentice and the Assistant Coordinator of that discipline, within 5 business days. An apprentice who would like to know their score may contact their assigned Assistant Coordinator.

Incomplete (I) – In some cases, where an unanticipated event beyond their control interferes with a student’s completion of course requirements, a letter grade of “I” (Incomplete) may be given to a student, at the instructor’s discretion. The student will be referred to the Director of Training and will be subject to a citation to the JATC.

V. RELATED CLASSROOM TRAINING (continued)

Administrative Withdrawal (AW) – This is used on grade reports when a student wither never attended or attended no more than two classes but did not officially drop or withdraw. (Leave of Absence falls into this category)

An apprentice who fails the same semester more than once will be cited to the JATC and will have their apprenticeship agreement cancelled and/or terminated.

F. Registration and Book Fee Policy

1. Apprentices must pay their registration and book expenses by the first night of class.
2. Failure to pay the balance in full by the due date will result in a citation to the JATC and the apprentice will not be allowed to attend classes for the current term.
3. If an apprentice is experiencing financial hardship, they must notify the Director of Training and make payment arrangements contingent upon approval.

G. Classroom Conduct/Class Night Policy

Any Apprentice engaging in inappropriate behavior will be cited to appear before the JATC Committee for disciplinary action.

1. Apprentices will report to class on time and ready to learn.
2. Related training in the classroom is mandatory from 6pm to 9pm two nights per week with occasional weekend requirements.
3. There will be one 15-minute break allowed per class. Food and drinks must be consumed in designated areas.
4. Apprentices will behave respectfully toward their peers and instructors.
5. Apprentices will not interrupt their classmates or instructor, engage in condescending behavior, or disrupt the learning environment. Abusive behavior will not be tolerated; the offender will be asked to leave the premises, AND marked absent.
6. Apprentices must maintain a high standard of academic integrity. The JATC holds a zero-tolerance policy for academic dishonesty, which includes but is not limited to lying, cheating, stealing, forging signatures, and using unauthorized materials on any assignment, quiz, or exam.
7. The UA Local 290 AJTI main campus and all other training institute properties shall be treated with respect at all times.
8. If you have difficulty with the breakroom vending machines please let the training center know so they can either retrieve your merchandise or refund you the money.

V. RELATED CLASSROOM TRAINING (continued)

H. Electronics Policy

Electronic devices include but are not limited to: cellular phone, pager, PDA, camera, or any other disruptive device that has not been previously approved of for use in the classroom.

1. Electronic devices may only be used during allotted break times, and are not allowed out in the classroom, unless approved by the instructor for reference material during study time.
2. Any apprentice found with an active electronic device, or found using any electronic device in any manner in the classroom will be referred to the Director of Training and will be subject to a citation to the JATC.
3. Any apprentice found to have an electronic device during a test or examination will be asked to leave the room immediately, will receive a failing grade for the term, and will be cited to the JATC.
4. Electronic devices should only be used in the classroom in emergency situations.

I. School and Attendance Policy

1. Tardiness will not be tolerated and will be recorded by instructors. A tardy is defined as up to 15 minutes late for a class, any apprentice 30+ minutes late will be considered absent.
2. Three tardies will be equal to one absence.
3. If an apprentice needs to leave a class early, they must obtain prior approval from the Director of Training.
4. Cancellation of classes at the Local 290 AJTI Tualatin Campus due to inclement weather or other abnormal conditions will be announced through the news media and/or www.flashalert.net. Apprentices going to school at any of the other Instructional Service Centers will need to check with the area coordinator or call the class instructor.
5. It is the apprentice's responsibility, not the instructor, to ensure they sign in and out of each class. No signature will result in no related training credit for the night.
6. No signature on the daily attendance sheet will result in one absence per missed signature.

V. RELATED CLASSROOM TRAINING (continued)

J. Required Certifications and License

The following certificates and licenses must be obtained within the wage period indicated for advancement to the next term as part of the required related training. In the event of failure to achieve any certificate or license, it will be the responsibility of the apprentice to obtain the certificate and/or license prior to the completion of the apprenticeship. These classes and/or test must be completed through Journeyman training and are to be taken outside of the regularly scheduled class time. Any fees associated with retaking any failed certification/license will be the responsibility of the apprentice.

Term to be completed in:	License/Certification:
1st Term	Basic Life Support/First Aid
1st Term	OSHA 10
8th Term	UA NCCCO Signal Person Certificate
9th Term	UA EPRI Rigging Certificate
10th Term	UA/MCAA Foreman Certificate

Certificates/Licenses in **RED** must be signed up for through Journeyman training and are to be taken outside of the regularly scheduled class time.

Certificates/Licenses in **GREEN** have already been pre-scheduled and may include related training hours on the weekend and/or in addition to the regularly scheduled related training days. Attendance is mandatory, as it counts towards the related training requirements of the JATC. Signal Person Certification and Rigging Certification currently apply to the Steamfitters at the Tualatin main campus at this time.

K. Excused Absences Policy

The JATC acknowledges that there are some circumstances that are outside the control of the apprentice. These circumstances are deemed extenuating and the apprentice may request an excused absence. Should an apprentice need an excused absence, documentation will be required when possible. An apprentice may need to make up related training hours in their course depending on the number of excused absences.

When possible, excused absence requests should be made in advance, in writing, to the Director of Training.

1. Generic Extenuating Circumstances – include but are not limited to:
 - a) Jury duty with documentation of selection,
 - b) Unexpected deaths, funerals, and memorials,
 - c) Automobile accidents.

V. RELATED CLASSROOM TRAINING (continued)

2. Employer Extenuating Circumstances:
 - a) If an employer must take an apprentice away from their established training facility for work or training purposes, the employer must make arrangements with the Director of

Training, and solidify their request in writing. Their request may be denied. When possible, the apprentice must attend their related training course at another Local 290 AJTI Instructional Service Center.

3. Medical Extenuating Circumstances – The apprentice can have no more than 5 excused absences when they are medically related. The apprentice must furnish a medical excuse from their provider to the AJTI Tualatin Office.
 - a) If an apprentice is on light duty medical orders or unable to work due to medical reasons, they must notify the AJTI Tualatin Office within 24 hours for liability purposes.
 - b) Apprentices who cannot attend work for medical purposes or restrictions will not be allowed to attend related training courses for their own health and safety and for liability purposes. They may resume classes once they are released back to work and in good health.
 - c) If the medical extenuating circumstances surpasses the 5 excused absences, the apprentice will need to take a medical leave of absence and resign from their current term and resume related training once they are released and back in good health. Medical documentation of their release must be provided to the AJTI office.

L. UA Local 290 JATC Attendance Policy Adopted: August 24, 2013

Whenever an apprentice fails to attend a class of related instruction, there will be no distinction between excused or unexcused absences. Three tardies (defined as up to 15 minutes late for a class) will be equal to one absence. Any apprentice that is 30 or more minutes late to class will be considered absent. Any apprentice leaving without administrative authorization while class is in session will be considered absent. The apprentice will be held responsible for keeping track of his/her own attendance and shall not depend on the AJTI office for notification. The notice of absence is a courtesy not a requirement.

Missed classes cannot be made-up. It is your responsibility to arrange with your instructor to obtain class work that was, or will be, missed due to the absence. Each class night is an important part of an apprentice's education. Any absence is a serious circumstance and this policy is meant to warn and protect the apprentice from impending disciplinary action or loss of credit. The following actions will be taken for each absence per semester:

V. RELATED CLASSROOM TRAINING (continued)

- A) 2nd Absence: The apprentice will be given written notice of the absence upon his/her return to class along with a warning that one more absence will require a repeat of the entire semester. A copy of this notice will be sent to his/her employer.

- B) 3rd Absence: The apprentice will be required to repeat the entire semester. The apprentice will not be eligible for advancement into the next pay period. (The apprentice may proceed with future pay raises after completing the following semester's work, but will remain one pay period behind until completing the semester that was missed.)
- C) An apprentice will only be allowed to retake two semesters due to lack of attendance. When an apprentice violates the attendance requirements in more than two semesters, a request to cancel his/her apprentice agreement will be submitted to the JATC for approval. If an apprentice wishes to appeal the decision, he/she may do so at that time.

Two (2) absences are allowed per semester without any disciplinary action, however, it may result in a deficiency in the total number of required Related Training hours required for program completion. The JATC strongly discourages apprentices from missing any Related Training hours unless it is for an emergency situation.

M. Parking Policy

- 1. There is parking available in the AJTI Tualatin parking lot. Parking in "Instructor" or "Staff" designated spaces is prohibited. All vehicles will be towed away at the owner's expense.
- 2. Apprentices not conducting business with the Credit Union are **not** allowed to park in any Credit Union parking spaces, as it restricts patrons access to the business.
- 3. Any apprentice found performing exhibits of speed and/or recklessness in the parking lot will be subject to disciplinary action.

N. Drug, Marijuana, and Alcohol Policy

There is a zero-tolerance policy for the consumption and/or use of alcohol, marijuana, illegal drugs, or prescription drugs (without a valid prescription). Violators will be subject to JATC apprenticeship agreement cancellation.

The Oregon/SW Washington/NW California Plumbers, Steamfitters, and HVAC/R JATC has a strong commitment to provide a safe workplace for its apprentices, staff, and visitors and to establishing programs that promote exacting standards of health, performance, and productivity. Consistent with the spirit and intent of this commitment, the JATC has established the following Drug, Marijuana, and Alcohol Policy. It is the goal of the JATC to establish and maintain a work environment that is free from the many adverse effects of drug, marijuana, and alcohol use and/or abuse.

V. RELATED CLASSROOM TRAINING (continued)

Prohibited Conduct

The following conduct is prohibited and will subject the apprentice to immediate disciplinary action, including but not limited to a JATC citation and/or apprenticeship agreement cancellation and/or termination:

1. Buying, selling, transportation, possession, or use of alcohol or drugs while on AJTI property. For this policy, the word “drugs” includes marijuana and other controlled substances, except lawfully prescribed medication. The JATC property includes parking lots. This conduct is prohibited regardless of whether an apprentice is “under the influence” as defined below.
2. Reporting to any AJTI campus with any number of drugs or alcohol in your system, regardless of when or where the drugs or alcohol were consumed. An apprentice will automatically be considered to be “under the influence” of alcohol, marijuana, and other drugs whenever these substances are present in his/her body. The JATC may also consider other evidence in determining whether an employee is “under the influence,” such as an incidence report form submitted by a concerned witness.
3. Failing to fully cooperate with any aspect of the JATC’s enforcement of this policy, including but not limited to refusing to promptly submit to required testing; giving false, diluted or altered samples and failure to comply with rehabilitation conditions imposed by the JATC or rehabilitation counselors.

“Drugs” refers to all controlled substances and medication containing controlled substances, including “designer drugs” not approved for use by the U.S. Food and Drug Administration.

“Drugs” also applies to prescription and non-prescription medication. For more detailed information on the requirements that may apply to apprentices using prescribed or non-prescribed medication, please refer to the “Medication” section.

Mandatory Testing

Mandatory apprentice testing will be required in the following circumstances:

1. **Reasonable Suspicion Testing** – Apprentices will be required to submit to testing immediately for drugs and/or alcohol whenever the JATC and/or Director of Training has reasonable suspicion to believe that the employee has reported to any AJTI campus with drugs and/or alcohol in his/her system, or is in violation of any part of this policy, unless prohibited by applicable law.

“Reasonable suspicion” will be based on specific articulable observations of an apprentices’ speech, appearance, behavior, breath, odor, body symptoms, performance or other reliable indicators that an employee has reported to work or returned to duty with alcohol or drugs in his/her system. Whenever possible, reasonable suspicion will be established by the observations of two or more individuals.

All sample collection and testing will be done at facility designated by the JATC. The time an apprentice spends undergoing the required testing will not be paid or reimbursed as lost wages.

V. RELATED CLASSROOM TRAINING (continued)

Searches

When we believe, there is a reasonable suspicion that an apprentice is in possession of drugs or alcohol on the AJTI property, as described in this policy, personal items such as packages, bags, lunch boxes that the JATC and/or Director of Training reasonably believes may contain drugs or alcohol are subject to search. In the event, an apprentice refuses to permit such a limited search, the JATC and/or Director of Training will not force the search. The apprentice will, however, be subject to discipline for insubordination. Likewise, all AJTI property including, but not limited to desks, equipment, vehicles etc... will remain the property of the AJTI and will likewise be subject to search at the JATC and/or Director of Trainings discretion.

When feasible, searches of apprentice property will be conducted by two supervisory individuals, including, but not limited to, the Director of Training. The JATC and/or Director of Training must approve all such searches of apprentice property in advance. Otherwise, supervisory figures employed by the AJTI, outside of the JATC and/or Director of Training, are not authorized to conduct such searches.

No apprentice will be forcibly searched or detained. Efforts will be made to respect reasonable integrity and privacy. All illegal drugs, marijuana, and paraphernalia found in or on the AJTI property will be released to a law enforcement agency.

Safeguards

The JATC recognizes the sensitivity of enforcement of this policy. The JATC will use qualified medical personnel and supervisory personnel to administer this policy. The JATC will use equipment, procedures, and facilities that have a high degree of accuracy and integrity in testing and analysis.

The detectable presence of any drug in the system will constitute a “positive” test. Apprentices who wish to challenge a positive test result are required to notify the JATC of their doubts as soon as possible but no later than 10 days after notification of the test result. Apprentices may elect to have the same sample re-tested at their own expense, unless prohibited by applicable law.

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

Medications

Apprentices who are taking prescriptions or prescription medication have an obligation to determine whether there are any potential side effects that may affect the apprentices’ ability to safely and competently perform his/her job duties. Apprentices also have an obligation to notify the JATC and/or Director of Training of any such side effects prior to reporting to either the AJTI main campus or an ISC with the medication in his/her system. In doing so, the apprentice should not disclose the name of the medication or underlying medical condition. Medical verification of the ability to safely and competently perform the tasks required on any AJTI property maybe required before the apprentice can return to class for safety purposes.

V. RELATED CLASSROOM TRAINING (continued)

Rehabilitation Assistance

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

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

O. Veterans Policy

The AJTI is pleased to participate in the Veteran’s Benefits program. The administrative staff can assist you in the certification of your benefits agreement. For detailed information on how to obtain your benefits, contact the Veterans Administration at www.gibill.va.gov/education/benefits.html.

1. Any problems incurred by the apprentice in receiving his/her Veteran’s tuition benefit should be dealt with through the AJTI office.
2. Specific staff in the AJTI office have been identified as certifying agents and are the only individuals allowed to submit and sign for form 22-6553d-1.
3. The monthly certification form must be turned into the AJTI office along with a copy of your monthly paystubs, and a correctly filled out Progress Report for on the job training (OJT) verification.
 - a. Only the hours worked in accordance with the state standards will be verified by the certifying official.
4. Should an apprentice reports hours that have exceeded the allotted amount in a specific process, the hours will not be included.

P. Tuition/Scholarship Loan Agreement Policy

1. All apprentices are required to sign a Scholarship Loan Agreement, which has been approved by the Trustees of the United Association Local 290 Apprenticeship and Journeyman Training Trust Fund, regardless of the length of their participation during that academic year.
2. An apprentice who fails or refuses to sign a Scholarship Loan Agreement will not be allowed to attend school until it has been signed and returned to the Director of Training, and will be cited to the JATC.
3. Refusal to sign a Scholarship Loan Agreement can result in the immediate termination of the Apprenticeship Agreement by the JATC.

V. RELATED CLASSROOM TRAINING (continued)

Q. Welding Apprentices Policy Adopted: July 14, 2015

1. Apprentices will no longer receive Related Training credit or On-The-Job Training credit for obtaining UA weld certificates.
2. Welding apprentices can request a bump in pay for obtaining UA weld certificates, for any certificates obtained prior to the end of their 6th term. They will receive a 5% bump in pay for each UA weld certificate, (see #3).
3. The only UA weld certificates that a bump in pay will be given for is the UA 21(or UA60), 22 (or UA63), and 41. No other certificates will be considered for bumps in pay.
4. Any apprentice who fails to maintain continuity will have their bump in pay revoked on the expiration date and a bump in pay cannot be requested or granted again in the future once continuity is achieved.

R. Apprenticeship Completion Policy

1. Completion of the five-year apprenticeship consists of a minimum of **1,080** hours of related instruction, a minimum of **8,000** hours of on the job training (OJT), knowledge and skills related to the specific trade, must obtain all certifications and licenses required by the JATC, participate and receive a passing grade in either the apprentice contest or the practical shop test, successfully pass the STAR exam, and all other state exams related to the trade.
2. An apprentice is considered an apprentice until all state exam(s) is/are passed and must continue to attend class during the academic year.
3. The apprentice is required to successfully pass all state exam(s) within 90 days from the referral date.
4. Failure to pass the state licensing exam(s) within 90 days of the referral date will result in a JATC citation and the apprentice must return to classes. It will be mandatory that the apprentice re-enter the JATC related training classes and take the state exam within a six-month period of date recommended.

VI. APPRENTICE CODE OF ETHICS

The apprentice will:

1. Be concerned with my responsibilities in regard to being dependable in showing up for work on time and in calling my employer when I cannot make it to work.
2. Be honest in all respects with my employer, in regard to the property of others and in my willingness to give him a fair day's work for a fair day's pay.
3. Be concerned with my apprenticeship training and will make every effort to be a credit to the program in the way I conduct myself on and off the job, the way I undertake my studies in school and the willing attitude I take while on the job.
4. Remember that my related school work is a vital part of my overall training as an apprentice and as such deserves my best efforts in attendance, in being on time and carrying out my studies.
5. Set my goals high, always seeking to further my knowledge and skills whereby I can better the construction industry and my future.
6. Be slow to anger, remembering my own faults and always be willing to talk over personal differences with those I work with.
7. Consider my own shortcomings prior to criticizing others around me.
8. Be quick to compliment the good works of others while remembering that each of us is hungry for a kind word.
9. Remember that God has given me a body which can perform the physical acts necessary for me to earn a living. It is up to me to discipline it, take care of it, respect it, and in safety look out for it.
10. Remember that as a tree becomes great in size and height, its roots form the strength to enable it to withstand the onslaught of the elements. So, it is without apprenticeship training, which out of necessity has to include many dirty, difficult and often unpleasant tasks. Remembering this, have a cheerful attitude in your approach to these tasks. Many have gone through the same troubled times in becoming a good Journeyman. Your personal discipline will be your strength.
11. Remember that mistakes are part of mastering any job. It is important that we fully understand why we made a mistake in order that we never make the same one twice. Lame alibis, such as I didn't know, I didn't understand, should never be offered and are never acceptable. If you do not know, find out; if you do not understand, ask for an explanation until you do understand. Always think things through first.
12. Remember that personal inner satisfaction comes only from knowing that you have given your best effort, that a job is well done. Maintain high standards.
13. Remember that I am only limited by the goals which I set. What I am or hope to be will be largely governed by my own action or lack of action. Success is never an accident.

VII. THE LOCAL 290 JATC RELIGIOUS ACCOMMODATION POLICY

United Association Local 290 Joint Apprenticeship Training Committee respects the sincerely held religious beliefs and practices of all apprentices and will make, upon request, an accommodation for religious observances when a reasonable accommodation is available that does not create an undue hardship to the Training Trust program.

There shall not be any inquiries regarding religion, beliefs, or faith until an apprentice is moved to the "accepted for apprenticeship list."

At the time that the apprentice is moved to the "accepted" list, the apprentice shall be given written notice of apprentices' obligation to report potential conflicts with the apprenticeship program due to religious beliefs, practices, or observances. The written notice shall inform the apprentice that the training coordinator must be informed in writing of any religious beliefs, practices, or observances which would potentially conflict with his or ability to engage in or complete any of the requirements of an apprentice.

The notice shall inform the apprentice that the training coordinator must be informed of potential religious based conflicts in writing within 20 days after the apprentice has been notified of his or her placement on the "accepted" list.

Additionally, an apprentice whose religious beliefs or practices conflict with his or her rights, obligations and duties as an apprentice and who seeks a religious accommodation must submit a written request for the accommodation as well as a notarized notice from a religious affiliation representative to the Director of Training. The obligations and duties as an apprentice include, but are not limited to adherence to a work schedule or job dispatch, attendance and participation in regularly scheduled examinations, tests, classes and training sessions, or other requirements in his or her capacity as an apprentice.

The apprentice must inform the assistant coordinator of all potential religious based conflicts of which the apprentice knew or reasonably should have known at the time he or she is placed on the "accepted" list. In the event that, conflicts arise following the time frame noted above, the apprentice must inform the assistant coordinator as soon as possible

The written request of the apprentice will describe the nature of the religious conflict, including the days, dates and times affected, and the apprentice's suggested accommodation. The JATC reserves the right to request the apprentice to provide notarized written documentation from a leader or authorized representative of the apprentice's religious congregation (e.g., priest, minister, rabbi, imam, etc.) to verify if a conflict exists.

VII. THE LOCAL 290 JATC RELIGIOUS ACCOMMODATION POLICY (continued)

The Director of Training will evaluate the written request considering whether a conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available which is reasonable and which would not create an undue hardship on the JATC's operations. If necessary, the Director of Training and apprentice should confer fully and promptly to the extent needed to share any necessary information about the apprentice's religious needs and the available accommodation options. Depending on the type of conflict, suggested and available alternative accommodation, the Director of Training may confer with other members of the JATC.

The Director of Training and apprentice will meet to discuss the request and decision on an accommodation. If the apprentice accepts the proposed religious accommodation, the Director of Training will implement the decision. If the apprentice rejects the proposed accommodation or if the JATC is unable to accommodate, the apprentice will be provided with a written explanation thereof.

VIII. HARASSMENT, DISCRIMINATION, AND BULLYING POLICY

It is the policy of the Oregon/SW Washington/NW California Plumbers, Steamfitters, and Steamfitter HVAC/R Joint Apprenticeship and Training Committees and all individuals associated with these Joint Apprenticeship and Training Committees that apprentices on the job training and classroom instruction should be free from all forms of discrimination and harassment by all persons associated with the Joint Apprenticeship and Training Committees, including other apprentices.

The Plumbers, Steamfitters, and Steamfitter HVAC/R Joint Apprenticeship and Training Committees have the following policy concerning discrimination and harassment:

Joint apprenticeship and training committee members, training agents, officials of Local 290 and instructors intend to provide a workplace and training center free from harassment of any kind, including but not limited to, sex, sexual orientation, race, color, religion, national origin, political affiliation, marital status, age, mental or physical disability or association with a particular sex, sexual orientation, race, color, age, national origin, political affiliation, marital status or religion and uniformly apply rules and regulations concerning harassment toward all apprentices.

Unwelcome verbal and/or physical advances, requests for favors and other verbal and/or physical conduct constitutes harassment when:

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

The JATC acknowledges that a safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying and cyberbullying, like other disruptive or violent behavior, is conduct that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment. The JATC expects that all apprentices demonstrate appropriate behavior, by treating others with civility and respect, refusing to tolerate harassment, intimidation or bullying and refusing to tolerate cyberbullying.

Any apprentice who feels he or she has been subjected to discrimination or harassment, in the workplace or at school, should report the discrimination and/or harassment, in writing, on the form located on page 53. Please turn the completed Incident Report Form into either the Director of Training, and/or Frank Wall, JATC Chairman, and/or William Mehrens, JATC Secretary at:

20220 S.W. Teton Avenue
Tualatin, Oregon 97062
Telephone (503) 691-1997 (Portland Metropolitan Area)
Toll Free Number: (866) 299-6290

Anyone who is found to have violated this Discrimination and Harassment Policy is subject to significant disciplinary penalties, including termination from the apprenticeship program.

INCIDENT REPORT FORM

Name: _____ **Today's Date:** ___/___/___

Incident Date: ___/___/___

Incident Location: _____ **Room #:** _____

Incident Nature: (circle) Discrimination Harassment Bullying

Please describe in detail the events that occurred and list all parties involved below. Follow up contact will be made with you to ensure your safety and to find a prospective solution for the incident. Please provide your contact information below in the indicated space.

Phone Number: () _____ - _____

Email: _____



IX. WELD SHOP POLICY

One of the responsibilities of UA Local 290's AJTI is to train Plumber, Steamfitter and HVAC/R Service Technician Apprentices in all aspects of WELDING, CUTTING, BRAZING, AND SOLDERING. In order for the apprentice to reach the level that is needed as a JOURNEYMAN in his/her trade he/she must go through a good training program in our SHOP.

WELDING is no longer looked upon as a separate part of the trade. Every student must participate to his/her ability in the welding program during this class.

The JATC has established certain guidelines, which are to be met by responsible individuals who wish to participate in the Apprentice Program. The prime reason for these rules is to protect the apprentice against injury to himself/herself or, someone else while working in normal shop situations.

Therefore, the following rules are to be enforced in the welding shop and other lab type areas which constitute the need for safety:

1. Each student must have the following equipment and clothing to participate in the welding shop:
 - a. WORK PANTS AND LONG SLEEVE SHIRT (COTTON)
 - b. WELDERS CAP
 - c. HAIR, PARTICULARLY EXCESSIVELY LONG HAIR CONSTITUTES A DEFINITE SAFETY HAZARD; THEREFORE, ALL APPRENTICES MUST WEAR A HEAD COVER SUFFICIENT TO COVER THE HAIR.
 - d. LEATHER WORK BOOTS (NOT ATHLETIC SHOES)
 - e. WELDING HOOD
 - f. WELDING GLOVES (FOR WELDING CLASS)
 - g. COTTON GLOVES (FOR SOLDERING CLASS)
2. A shop person will be appointed each class in alphabetical rotation. He/she will assist the instructor in giving out the welding supplies to the other apprentices, also he/she will collect these items at the end of the day to see that they are all accounted for and put them in their proper location.
3. His/her other responsibilities will be to help cut metal for the next day's class.
4. Each student will take care of his/her own work area plus assisting the student alongside of him/her in cleaning up the area at the end of the class period. This includes the area around the welding machines, solder area, beveling machines, and grinding room.
5. At the end of the class, each student will return all tools, leathers, and unused welding rods to the proper place.
6. It is NOT up to the student to decide when the class is finished. The instructor will notify you when to clean up. **SUFFICIENT TIME WILL BE ALLOWED.**
7. Each apprentice will be evaluated on his/her SAFE WORKING PRACTICES in the shop, also he/she will be evaluated on the condition of his/her work area when he/she is finished.

IX. WELD SHOP POLICY (continued)

8. MATERIAL

- a. ANY MATERIAL PAINTED YELLOW IS OFF LIMITS.
- b. NO WELDED COUPONS ARE TO BE LEFT UNCUT FOR THE NEXT CLASS.
- c. WE MUST USE THE MATERIAL EFFICIENTLY, PLEASE KEEP THE WASTES TO A MINIMUM AS WE ARE ALL PAYING FOR THE MATERIAL USED IN THE WELD SHOP!

No food or drink allowed in the weld shop.

Adhere to Weld Shop Protocol (see your area ATR for Details).

X. PROGRAM DESCRIPTIONS AND COURSE OUTLINE

The UA 290 AJTI has developed unique curriculum designed to achieve the highest standards of performance in our industries. Your successful completion of one of the following programs will enable you to have a successful career and multiple opportunities within our industry.

The Institute offers three apprenticeship programs at its Main campus and Instructional Service Centers, which are described below:

Steamfitting, Plumbing and HVAC/R Service

Steamfitting - The Steamfitter protects our environment by properly designing, installing and testing steam, water and chemical piping and equipment systems for complex boilers, heating/air conditioning and special industrial piping systems found in semiconductor facilities, hospitals, schools and biotech facilities, that meet all applicable State of Oregon licensing codes and standards. Per the Oregon State Standards, **1080** hours of related training are required over the course of the 5-year program.

<u>Course Number and Name</u>	<u>Description</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>
YEAR ONE				
STFT100 Basic Steamfitting Skills, Solder and Brazing	This course presents an introduction to the identification of tools encountered in the industrial environment and the proper use of trade-related tools. Student will also learn the proper way to Solder and Braze copper joints in the shop.	24	24	48
SFHT100 Introduction to Construction Safety	This course is intended for entry-level participants and is intended to provide instruction on a variety of general construction safety and health standards. Course topics will include Introduction to OSHA, Electrical Safety, Fall Protection, Ladder Safety, Excavation Safety, Scaffold Safety, Materials Handling, Forklift Safety, Personal Protective Equipment and Permit-Required Confined Space Entry.	24		24
STFT101 Piping Installations	The use of various pipe and fitting materials and their application; including using pipes and pipe fitting materials to build piping projects based on isometric drawings.	42		42
MATH100 Intro to Technical Math	This course is a review of whole numbers, fractions, decimals and percentages. It also covers basic algebra to solve trade related problems; measurement systems; and steamfitter-pipefitter trade related calculations.	48		48
ARCH100 Intro to Architectural Drawings	This course will acquaint the student with basic architectural drafting including symbols, lines and abbreviations; as well as orthographic and section views.	54		54

YEAR TWO				
SCIE100 Science of Electricity, Refrigeration and Air Conditioning	This course covers the scientific and mechanical principles that are basic to the work of the piping industry.	108		108
SFTH210 Industrial Safety/OSHA 30	This course covers the regulations governed by OSHA 30 that provide and recognize safe work practices. The student will receive certification in Cardio-Pulmonary Resuscitation and First Aid during the first year of apprenticeship.	54		54
STFT102 Steam Technology	Student will be introduced to the properties of saturated steam, traps, boilers and heating systems.	42	12	54
STFT103 Hydronic Systems	Course provides an overview of hydronic systems with particular emphasis on: properties of water; hydronic heating and cooling; boilers and boiler components; circulating pumps; zoning; and piping layouts.	42	12	54
YEAR THREE				
MATH200 Advanced Technical Math	Topics include: mathematics of measurement, function concepts and representations, basic elementary functions, right angle trigonometry, systems of linear equations, quadratic equations, and mathematical modeling. This course focuses on building problem solving and critical thinking skills and the supporting algebraic and analytical skills.	108		108
ARCH200 Advanced Architectural Drawings and Blueprints	In this course students will Interpret, coordinate and make drawings and sketches associated with piping installation.	108		108
YEAR FOUR				
CONT200 Cutting and Welding	This course is an introduction to the techniques and methods for welding processes for the steamfitter apprentice. Students will learn how to identify various welding rods, electrodes, and their applications. The processes on how to cut for various plate thicknesses and layouts will also be discussed and practiced.		108	108
ARCH210 BIM/CAD/Navisworks	Course covers surface/ wireframe and solid modeling features of AutoCAD for 3-dimensional modeling and photo realistic rendering, customization and optimal application of AutoCAD and utility options for presentation purposes and project management.	54		54
SFTH211 Signalperson	The Qualified Signal Person course is designed for construction personnel who could reasonably be expected to signal an operator and be appointed as the qualified signal person by the employer. This course is required for compliance when a signal person is assigned a new, never before had, level of responsibility.	27	27	54
YEAR FIVE				
SFTH212 Industrial Rigging and Crane Operator	Student will be introduced to identify safe work habits to use with industrial rigging. Load limits, crane ratings, equipment storage and handling are all covered.	27	27	54

CONT210 Orbital Welding	This course is designed to give related technical instruction to enhance the apprentice's on-the-job training. Student will learn techniques and methods for the Automatic Orbital Welding machine.		54	54
STFT290 Oregon State Class 5 License Review	The course is will assist you in preparing for the questions on the State of Oregon Boiler Licensing Exams. The exam questions are randomly selected from a set of over 400 questions that cover administrative rules and codes material, math, drawing, repairs, physical science, safety, trade knowledge and welding for Class 5 candidates. The exam questions are based upon the knowledge and experience that is expected of candidates for the Class certification being attempted.	54		54
STFT299 STAR Exam Review	It is expected that the UA STAR test candidate is the pipe fitter who has completed the UA training and has gained experience in the field. Many of the tasks and jobs identified are those, which can only be learned by doing. It is recognized that even the best pipe fitter does not work in all areas of the industry. Further, some knowledge can be forgotten through lack of use. As such, it is recommended that you study a number of UA textbooks in preparing for the UA STAR exam.	54		54

X. PROGRAM DESCRIPTIONS AND COURSE OUTLINE (continued)

Plumbing - The Plumber protects the health and safety of the community by providing pure water to residential, commercial and industrial buildings for drinking, cooking, washing, cleaning, manufacturing or personal use, and to remove waste water after it has served its purpose. All piping and plumbing fixtures must be installed in accordance with State of Oregon plumbing codes and licensing requirements. Per the Oregon State Standards, **1080** hours of related training are required over the course of the 5-year program.

<u>Course Number and Name</u>	<u>Description</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>
YEAR ONE				
MTSC199 Math and Science for the Plumbing Industry	This course covers the scientific and mechanical principles that are basic to the work of the plumbing industry. This course covers the approaches to mathematical problem solving used in plumbing and metric conversion.	57		57
SFHT100 Introduction to Construction Safety	This course is intended for entry-level participants and is intended to provide instruction on a variety of general construction safety and health standards. Course topics will include Introduction to OSHA, Electrical Safety, Fall Protection, Ladder Safety, Excavation Safety, Scaffold Safety, Materials Handling, Forklift Safety, Personal Protective Equipment and Permit-Required Confined Space Entry.	24		24
PLUM122 Plumbing Code I	An introduction to the plumbing ordinances, articles 100- 300, which provide minimum requirements and standards for public safety.	6		6
PLUM120 Fuel Gas Installation	This course covers Principles and installation methods of fuel gas piping systems.	12		12
PLUM100 Basic Plumbing Skills, Solder and Brazing	The practical and theoretical aspects of plumbing. Students will learn the safe and proper use of the commonly used trade tools. Student will also learn the proper way to Solder and Braze copper joints in the shop.	36		36
PLUM110 Drainage	The course covers the major components of a drainage system. It also explains the basic drainage fittings and traps that are used by plumbers. The second section of the course discusses the water distribution systems. From outlining the water supply sources for private and municipal systems to explaining the water purification process, this section introduces the learner to how water is sourced and supplied to the public.	39		39
PLUM101 Piping Installations	The use of various pipe and fitting materials and their application; including using pipes and pipe fitting materials to build piping projects based on isometric drawings.	42		42
YEAR TWO				
PLUM123 Plumbing Code II	An introduction to the plumbing ordinances, articles 301- 600, which provide minimum requirements and standards for public safety.	6		6
SFTH210 Industrial Safety/OSHA 30	This course covers the regulations governed by OSHA 30 that provide and recognize safe work practices. The student will receive certification in Cardio-Pulmonary Resuscitation and First Aid during the first year of apprenticeship.	54		54
ARCH100 Intro to Architectural Drawings	This course will acquaint the student with basic architectural drafting including symbols, lines and abbreviations; as well as orthographic and section views.	63		63

PLUM140 Water Supply	This course presents an introduction to the principles and methods of water distribution and treatment regarding water supply systems.	21		21
PLUM145 Related Electricity	The specialized knowledge and techniques required to make electrical systems operate and function effectively.	12		12
PLUM143 Storm Drains and Installation	Overview on building long lasting storm water drainage elements, with minimal impact on the environment. Lessons cover culvert design, component manufacture, short term environmental controls, foundations and backfill, construction loads.	18		18
SFTH212 Industrial Rigging and Crane Operator	Student will be introduced to identify safe work habits to use with industrial rigging. Load limits, crane ratings, equipment storage and handling are all covered.	42		42
YEAR THREE				
MATH200 Advanced Technical Math	Topics include: mathematics of measurement, function concepts and representations, basic elementary functions, right angle trigonometry, systems of linear equations, quadratic equations, and mathematical modeling. This course focuses on building problem solving and critical thinking skills and the supporting algebraic and analytical skills.	108		108
PLUM150 Plumbing Fixtures	This course covers modern techniques and practices of plumbing fixtures and appliances.	54		54
PLUM124 Plumbing Code III	An introduction to the plumbing ordinances, articles 601- 900, which provide minimum requirements and standards for public safety.	6		6
PLUM148 Domestic and Industrial Water Installation	In this course, students learn the codes, regulation and specs for installing, repairing and maintaining plumbing systems. Staying within the federal building codes is a very crucial part of a plumber's job so that everything stays compliant. If not, a plumber or builder may take on a heavy fine. For this reason, special emphasis is placed on proper building codes which may have it's own separate class.	48		48
YEAR FOUR				
PLUM222 Plumbing Code IV	An introduction to the plumbing ordinances, articles 901- 1200, which provide minimum requirements and standards for public safety.	108		108
ARCH200 Advanced Architectural Drawings and Blueprints	In this course students will Interpret, coordinate and make drawings and sketches associated with plumbing installation.	108		108
YEAR FIVE				
PLUM220	This course covers Principles and installation methods of medical gas piping systems.	27	27	54

Medical Gas Installations				
PLUM223 Plumbing Code V	An introduction to the plumbing ordinances, articles 1201- 1622, which provide minimum requirements and standards for public safety.	54		54
CONT200 Cutting and Welding	This course is an introduction to the techniques and methods for welding processes for the plumbing apprentice. Students will learn how to identify various welding rods, electrodes, and their applications. The processes on how to cut for various plate thicknesses and layouts will also be discussed and practiced.		54	54
PLUM290 Oregon Licensure Review	This course covers everything you will need to pass the Plumbing Exam. It is a practical course that teaches a quick and easy way to practice math calculations, review key terms, and learn about the major topics covered on the Plumbing Exam.	27		27
PLUM299 STAR Exam Review	It is expected that the UA STAR test candidate is the plumber who has completed the UA training and has gained experience in the field. Many of the tasks and jobs identified are those, which can only be learned by doing. It is recognized that even the best pipe fitter does not work in all areas of the industry. Further, some knowledge can be forgotten through lack of use. As such, it is recommended that you study a number of UA textbooks in preparing for the UA STAR exam.	27		27

X. PROGRAM DESCRIPTIONS AND COURSE OUTLINE (continued)

HVAC/R Service - The Heating, Ventilation, Air Conditioning/Refrigeration Service Mechanics work on heating and ventilation equipment, and air conditioning and refrigeration units in all sizes of buildings, including hospitals, office buildings, hotels, manufacturing facilities, research and development laboratories. All installations must meet applicable State of Oregon licensing codes and standards, including limited energy Class B licensing. Per the Oregon State Standards, **1080** hours of related training are required over the course of the 5-year program.

<u>Course Number and Name</u>	<u>Description</u>	<u>Lecture Hours</u>	<u>Lab Hours</u>	<u>Total Hours</u>
YEAR ONE				
HVAC100 Basic Refrigeration Service Skills, Solder and Brazing	This course covers components and applications of refrigeration systems; electric, gas, oil, and alternative heating; indoor air quality, comfort and psychometrics; and refrigeration applied to air conditioning. Student will also learn the proper way to Solder and Braze copper joints in the shop.	9	45	54
SFHT100 Introduction to Construction Safety	This course is intended for entry-level participants and is intended to provide instruction on a variety of general construction safety, health and environmental standards. Course topics will include Introduction to OSHA, Electrical Safety, Fall Protection, Ladder Safety, Aerial lift Safety, Fire Safety, Heat and Cold Illness Prevention, Hazardous Energy Safety, Personal Protective Equipment, Arc Flash Safety and Permit-Required Confined Space Entry.	30		30
HVAC101 EPA Refrigerant Handling	This course covers the most common refrigeration equipment such as cases, defrost methods, timers, control devices, oil float systems, and heat reclaim controls. Typical market systems will be explored. Also, reading floor plans, refrigeration schedules and piping diagrams in conjunction with laying out undergrounds and overheads in a typical market will be discussed. Understanding all aspects of component operation and location including compressors, evaporators, condensers, refrigerated cases, walk-ins, heat reclaim, and connecting paraphernalia, i.e. valves, driers, etc. will be covered.	24		24
HVAC102 Basic Refrigeration and Heating	This course covers the design, assembly and operation of compression systems to include charging, recovery, recycling and reclamation, installation, heat pumps, part load, and troubleshooting.	66		66
HVAC103 Basic Electricity	This course introduces concepts of electrical principles used in air conditioning and refrigeration. Topics include meters, circuits, contactors, relays, thermostats, pressure switches, motors, overloads, circuitry and troubleshooting. This course will also cover safety as it pertains to the Heating Ventilation Air Conditioning and Refrigeration (HVACR) industry.	42		42
YEAR TWO				

HVAC115 Refrigeration	This course is a study in the design, assembly and operation of compression systems to include basic liquid and vapor control, metering devices, design and construction of system piping including techniques of leak detection, dehydration of systems, charging methods, recovery and troubleshooting. In addition, safety, torch techniques, cutting, fitting and brazing of various copper projects will be explored. Further, the techniques for isometric drawing and pipe symbols for soldering and brazing will be practiced	78		78
HVAC116 Refrigeration Controls	This course will investigate and recognize the operation of direct and reverse acting controls, air compressors, sizing of valves and dampers, thermostats, auxiliary devices, transmitters and receiver controllers. This sequential pattern is reinforced with various laboratory experiments.	30		30
HVAC117 Customer Service	Understanding what customers want and need; handling complaints; what customer care means to your sales, profits, and co-workers income, etc.	24		24
HVAC118 HVAC/R Automatic Controls	This course will cover direct digital controls (DDC) as they apply to the air conditioning and refrigeration industry. Topics include transmitters, sensors, power supplies and controllers. The course includes hands-on wiring testing and programming of typical components found in the industry. The student will learn techniques for troubleshooting and diagnosing hardware and software problems with DDC systems. Students will also be introduced to basic programming languages to better understand the internal operation of the system.	30		30
HVAC 119 Wiring and Schematic Diagrams	This course covers additional topics in advanced electrical controls with special emphasis on troubleshooting and repair. Covered will be proportional controls, economizers and VAV controls. Motor starting techniques will be discussed including Variable Frequency Drives with safety procedures being stressed.	54		54
YEAR THREE				
HVAC 148 Advanced Electrical Controls	A sequential approach to exploring basic series and parallel circuits related to air conditioning (AC) and refrigeration. Motors, relays, contactors, thermostats, pressure switches and overloads are examined and wired. The concluding projects are basic AC and Refrigeration systems. Special emphasis will be placed on electrical circuits diagnosis and troubleshooting.	54		54
HVAC150 Pneumatic Control Systems	This course will investigate and recognize the operation of direct and reverse acting controls, air compressors, sizing of valves and dampers, thermostats, auxiliary devices, transmitters and receiver controllers. This sequential pattern is reinforced with various laboratory experiments.	36		36
HVAC152 Heating and AC Troubleshooting and Maintenance	This course covers additional topics in advanced electrical controls with special emphasis on troubleshooting and repair. Covered will be proportional controls, economizers and VAV controls. Motor starting techniques will be discussed including Variable Frequency Drives with safety procedures being stressed.	54		54
HVAC154 Control Systems	This course covers what a control system manages, commands, directs or regulates regarding the behavior of other devices or systems. These systems are used for controlling processes or machines.	36		36

HVAC156 DDC Controls	This course is a study in DDC, Digital Data Control, which is the automated control of a condition or process performed by a digital device (computer). The student will learn how DDC takes a centralized network-oriented approach.	36		36
YEAR FOUR				
HVAC200 Chillers	This course is a study in the design, assembly and operation of compression systems to include basic liquid and vapor control, metering devices, design and construction of system piping including techniques of leak detection, dehydration of systems, charging methods, recovery and troubleshooting. In addition, safety, torch techniques, cutting, fitting and brazing of various copper projects will be explored. Further, the techniques for isometric drawing and pipe symbols for soldering and brazing will be practiced.	54		54
HVAC201 Fluid Pumps	Helps students understand what to do when a pump stops working and how to repair it. Since broken pumps can have drastic consequences at your facility, we look at troubleshooting common pump problems and finding the source of those pump failures.	18		18
HVAC202 Commercial HVAC/R Equipment	This course provides an overview of commercial air conditioning systems currently in use today and the methods to service them. System operation, direct expansion (DX) and chiller systems, pumps, boiler controls and related systems will be covered. The use and application of heat load equations, charts and procedures as related to commercial and residential buildings is introduced.	66		66
HVAC203 Boiler and Hydronic Systems	Course provides an overview of hydronic systems with particular emphasis on: properties of water; hydronic heating and cooling; boilers and boiler components; circulating pumps; zoning; and piping layouts.	54		54
HVAC212 Industrial Rigging and Crane Operator	Student will be introduced to identify safe work habits to use with industrial rigging. Load limits, crane ratings, equipment storage and handling are all covered.	24		24
YEAR FIVE				
HVAC220 Start, Test and Balance	This course introduces proper procedures for start, test, and balance of air conditioning systems utilizing basic principles of air and water flow will be explored. The principles of air conditioning and refrigeration will be overviewed and analyzed through the use of the Mollier Diagram and course handouts.	108		108
HVAC295 Oregon LEB License Review	This class prepares students for the Limited Energy Class B Technician license. Limited energy Class B technicians install, maintain, replace and repair electrical systems and equipment of under 100 volt-amperes, including protective signaling systems (fire alarm, nurse call, security), communications systems (data telecommunications, intercom and paging) and specialized control systems (HVAC, medical, boiler, clock and instrumentation).	36		36
HVAC290 Oregon State Class 5 License Review	The course is will assist you in preparing for the questions on the State of Oregon Boiler Licensing Exams. The exam questions are randomly selected from a set of over 400 questions that cover administrative rules and codes material, math, drawing, repairs, physical science, safety, trade knowledge and welding for Class 5 candidates. The exam questions are based upon the knowledge and experience that is expected of candidates for the Class certification being attempted.	36		36

HVAC299 STAR Exam Review	It is expected that the UA STAR test candidate is the HVAC/R Service Technician who has completed the UA training and has gained experience in the field. Many of the tasks and jobs identified are those, which can only be learned by doing. It is recognized that even the best pipe fitter does not work in all areas of the industry. Further, some knowledge can be forgotten through lack of use. As such, it is recommended that you study a number of UA textbooks in preparing for the UA STAR exam.	36		36
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XI. ADMINISTRATIVE AND INSTRUCTIONAL STAFF

Dave Sheridan, Director of Training

Bob Degraw, Assistant Coordinator for the Steamfitter Training Discipline

Justin Tiller, Assistant Coordinator for the Steamfitter HVAC/R Service Training Discipline

Justin May, Assistant Coordinator for the Plumbing Training Discipline

Diana Henderer, Office Manager
Stephanie Bailey, Apprenticeship Administrator/COE Accreditation
Gaylene Huntley, Office Professional
Heather Sherwood, Special Projects
Alexis Strickland, Office Professional
Ron Parsons, Office Professional
Breann Pleasant, Receptionist
Ed Hopkins, Weld Shop Administrator
Rick Hindman, Weld Shop Instructor

Main Campus

Ed Manley, Instructor
Jimmy Myers, Instructor
Chris Macquarrie, Instructor
Suzanne Scheans, Instructor
Dave Gill, Instructor
Todd Rau, Instructor
Chris Crossett, Instructor
Bernie Hindman, Instructor
Ron Chapman, Instructor
Sean Copenhaver, Instructor
Steve Yates, Instructor
Zach Wright, Instructor
Max Tamas, Instructor
Joe Holcomb, Instructor
Steve Nitsch, Instructor
Sean Gustaveson, Instructor
Wes Gustaveson, Instructor
Craig Adams, Instructor
Lenis Strunk, Instructor
Derrick Tackett, Instructor
Curtis Gillette, Instructor
Ross Romero, Instructor

XI. ADMINISTRATIVE AND INSTRUCTIONAL STAFF (continued)

Jason Sherwood, Instructor
Kamron Kersey, Instructor
Rose Darke, Instructor
Erv Garrison, Instructor
Nick Martin, Instructor

Matt Caldwell, Instructor
Paul Elder, Instructor
Dave Hiebert, Instructor
Nichet Newsome, Instructor
Dallas Crone, Instructor
Rob May, Instructor
Dale Braun, Instructor
William Hashman, Instructor
Colby Lewis, Instructor
Brad Wright, Instructor
Justin Dametz, Instructor
Joe Burns, Instructor

Redmond ISC

Jeffrey Stallings, Instructor
Dave Samuel, Instructor
Chance Johns, Instructor

Springfield ISC

Jacob Youngblood, Instructor
Ron DePiero, Instructor
Nate Hembree, Instructor
Dean Leach, Instructor
Don Snodgrass, Instructor
Gregg Hall, Instructor
Joe Wyatt, Instructor
Zach Camerer, Instructor

XI. ADMINISTRATIVE AND INSTRUCTIONAL STAFF (continued)

Salem ISC

W. Tom Mask, Instructor
Josh Zimmer, Instructor
Royce Clouse, Instructor

Vincent Eaton, Instructor
Brad Stubenrauch, Instructor
Jeff Cooley, Instructor
T. Adam Mask, Instructor

White City ISC

Jason Rullamas, Instructor
Kolby Zurbrugg, Instructor
Joe Tavares, Instructor
Dennis Keife, Instructor

Eureka ISC

Shawn Maples, Instructor

XII. ATTACHMENT A

The following is the jurisdiction of work of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada.

1. All piping for plumbing, water, waste, floor drains, drain grates, supply, leader, soil pipe, grease traps, sewage, and vent lines.
2. All piping for water filters, water softeners, water meters and the setting of same.
3. All cold, hot and circulating water lines, piping for house pumps, cellar drainers, ejectors, house tanks, pressure tanks, swimming pools, ornamental pools, display fountains, drinking fountains, aquariums, plumbing fixtures and appliances, and the handling and setting of the above-mentioned equipment.
4. All water services from mains to buildings, including water meters and water meter foundations.
5. All water mains from whatever source, including branches and fire hydrants, etc.
6. All down spouts and drainage areas, soil pipe, catch basins, manholes, drains, gravel basins, storm water sewers, septic tanks, cesspools, water storage tanks, etc.
7. All liquid soap piping, liquid soap tanks, soap valves, and equipment in bath and washroom shower stalls, etc.
8. All bathroom, toilet room and shower room accessories, i.e., towel racks, paper holders, glass shelves, hooks, mirrors, cabinets, etc.
9. All lawn sprinkler work, including piping, fittings, and lawn sprinkler heads.
10. All sheet lead lining for X-ray rooms, fountains, swimming pools or shower stalls, tanks or vats for all purposes and for roof flashings in connection with the pipefitting industry.
11. All fire stand pumps, fire pumps, pressure and storage tanks, valves, hose racks, fire hose, cabinets and accessories, and all piping for sprinkler work of every description.
12. All block in tin coils, carbonic gas piping, for soda fountains and bars, etc.
13. All piping for railing work, and racks of every description, whether screwed or welded.
14. All piping for pneumatic vacuum cleaning systems of every description.
15. All piping for hydraulic vacuum, pneumatic air, water, steam, oil, or gas, used in connection with railway cars, railway motor cars, and railway locomotives.
16. All marine piping, and all piping used in connection with ship building and ship yards.
17. All power plant piping of every description.
18. The handling, assembling, and erecting of all economizers, super heaters, regardless of the mode or method of making joints, hangers, and erection of same.
19. All internal and external piping on boilers, heaters, tanks and evaporators, water legs, water backs and water grates, boiler compound equipment, etc.
20. All soot blowers and soot collecting piping systems.
21. The setting, erecting and piping, for all smoke-consuming and smoke-washing and regulating devices.
22. The setting, erecting and piping of instruments, measuring devices, thermostatic controls, gauge boards and other controls used in connection with power, heating, refrigeration, air conditioning, manufacturing, mining and industrial work.

XII. ATTACHMENT A (continued)

23. The settings and erecting of all boiler feeders, water heaters, filters, water softeners, purifiers, condensate equipment, pumps, condensers, coolers, and all piping for same in power houses, distributing and boosting stations, refrigeration, bottling, distilling and brewing plants, heating, ventilating and air conditioning systems.
24. All piping for artificial gases, natural gases, and holders and equipment for same, chemicals, minerals and by-products and refining of same, for any and all purposes.
25. The setting and erecting of all underfeed stokers, fuel burners, and piping, including gas, oil, power fuel, hot and cold air piping, and all accessories and parts of burners and stockers.
26. All ash collecting and conveyor piping systems, including all air washing and dust collecting piping and equipment, accessories and appurtenances and regulating devices, etc.
27. The setting and erecting of all oil heaters, oil coolers, storage and distribution tanks, transfer pumps, and mixing devices, and piping thereto of every description.
28. The setting, erecting and piping of all cooling units, pumps, reclaiming systems and appurtenances in connection with transformers, and piping to switches of every description.
29. All fire extinguishing systems, and piping, whether by water, steam, gas or chemical, fire alarm piping and control tubing, etc.
30. All piping for sterilizing, chemical treatment, deodorizing, and all cleaning systems of every description, and laundries for all purposes.
31. All piping for oil, or gasoline tanks, gravity and pressure lubricating and greasing systems, aid and hydraulic lifts, etc.
32. All piping for power, or heating purpose, either by water, air, steam, gas, oil chemicals, or any other method.
33. All piping, setting and hanging of all units and fixtures for air conditioning, cooling, heating, roof cooling, refrigeration, ice making, humidifying, dehydrating, by any method, and the charging and testing service of all work after completion.
34. All pneumatic tube work and all piping for carrying systems by vacuums, compressed air, steam, water, or any other method.
35. All piping to stoves, fire grates, blast and heating furnaces, ovens, driers, heaters, oil burners, stokers and boilers and cooking utensils, etc., of every description.
36. All piping in connection with central distributing filtration, treatment stations, boosting stations, waste and sewage disposal plants, central chlorination and chemical treatment work, and all underground supply lines to cooling wells, suction basins, filter basins, settling basins, and aeration basins.
37. All process piping for refining, manufacturing industrial and shipping purposes, of every character and description.
38. All air piping of every description.
39. All temporary piping of every description in connection with building and construction work, excavating and underground construction.
40. The laying out and cutting of all holes, chases and channels, the setting and erection of bolts, inserts, brackets, supports, sleeves, thimbles, hangers, conduit and boxes, used in connection with the pipefitting industry.
41. The handling and setting of boilers, setting of fronts, setting of soot blowers, and attaching all boiler trimmings.

XII. ATTACHMENT A (continued)

42. All pipe transportation lines for gas, oil, gasoline, fluids, and fluid water aqueducts, and water lines, and booster stations of every description.
43. All acetylene and arc welding, brazing, led burning soldered and wiped joints, caulked joints, expanded joints, rolled joints or any other mode or method of making joints in connection with the pipefitting industry.
44. Laying out, cutting, bending and fabricating of all pipe work of every description, by whatever mode or method.
45. All methods of stress relieving of all pipe joints made by every mode or method.
46. The assembling and erecting of tanks, used for mechanical, manufacturing, or industrial purposes, to be assembled with bolts, packed or welded joints.
47. The handling and using of all tools and equipment that may be necessary for the erection and installation of all work and materials used in the pipefitting industry.
48. The operation, maintenance, repairing, servicing and dismantling of all work installed by journeymen members of the United Association.
49. All piping for cataracts, cascades, (i.e., artificial water falls), make-up water fountains, captured waters, water towers, cooling towers, and spray ponds, used for industrial, manufacturing, commercial, or for any other purpose.
50. Piping herein specified means pipe made from metal, tile, glass, rubber, plastics, wood, or any other kind of material or product manufactured into pipe, usable in the pipefitting industry, regardless of sizes or shapes.

In addition, the following pieces of equipment will be considered tools of the trade: Welding machines, air compressors, pumps, small portable heating units, transit for performing work shooting our own grades, and shall be operated and serviced by.

