

STATE OF OREGON  
APPRENTICESHIP AND TRAINING COUNCIL

NORTHEASTERN OREGON SHEETMETAL WORKERS JATC  
MA# 6022

1. The occupation to be taught under these standards is:

Sheetmetal Worker  
DOT#: 804.281-010

MINIMUM QUALIFICATIONS FOR APPLICANTS

2. The minimum qualifications for applicants are:
  - a. Must be eighteen (18) years of age.
  - b. Must be a high school graduate with a 2.0 GPA and provide transcript or have a General Education Development test result of 230 minimum points, with a minimum score of 46% on each test and provide a copy of test scores;Note: a valid drivers license may be required upon obtaining employment.

GEOGRAPHICAL AREA

3. These standards apply to the geographic area of Morrow, Umatilla, Union and Wallowa Counties, Oregon.

HOURS OF EMPLOYMENT

4. Approximately 10,000 hours of on-the-job training are required for completion of apprenticeship.

WORK PROCESSES AND APPROXIMATE HOURS

5. The work processes to be learned and the approximate hours required for each apprentice are:

a. Fabrication and assembly	3,500 hours
b. Installation and/or erection	4,600 hours
c. Layout	900 hours
d. Miscellaneous	<u>1,000 hours</u>
TOTAL	10,000 hours

The Committee realizes that the completion of 10,000 hours on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in each and every work process as set forth in the standards.

#### RELATED TRAINING

6. Approximately 189 hours of related training may be required each year unless determined otherwise by the appropriate apprenticeship committee. Related training may cover the following subjects:
- |                                      |  |
|--------------------------------------|--|
| a. Shop math                         | l. Service   |
| b. Basic shop practice               | m. Testing and air balancing                         |
| c. Blueprint reading and sketching   | n. Architectural and sign work                       |
| d. Fundamentals of layout            | o. Solar heating and air conditioning                |
| e. Calculator layout                 | p. Regulations and labor laws for federal and state. |
| f. Heating and ventilating           | q. Drafting  |
| g. Blowpipe                          | r. Duct Design                                       |
| h. Plastics and fiberglass ductboard | s. Field Measurement                                 |
| i. Stainless steel                   | t. Job Organization                                  |
| j. Welding, brazing and burning      | u. Rigging   |
| k. Safety                            |  |

#### WAGE SCHEDULE

7. The average wage for those journeymen employed by the participating employer in the occupation on **November 15, 2001** is **\$25.44** per hour. The progressive wage rate to be paid the apprentice is:

1st 1,000 hour period	40% of average wage
2nd 1,000 hour period	45% of average wage
3rd 1,000 hour period	50% of average wage
4th 1,000 hour period	55% of average wage
5th 1,000 hour period	60% of average wage
6th 1,000 hour period	65% of average wage
7th 1,000 hour period	70% of average wage
8th 1,000 hour period	75% of average wage
9th 1,000 hour period	80% of average wage
10th 1,000 hour period	85% of average wage

The average wage in this occupation will be updated by this Committee at least annually and will be recorded in the minutes of the Committee.

## RATIO

8. The number of apprentices shall not exceed a ratio of one (1) apprentice to the first one (1) journeyman in full employment on the job in order to assure adequate training and supervision. Additional apprentices are authorized at the rate of one (1) to three (3) additional journeyman.

## PROBATIONARY PERIOD

9. The probationary period shall be 2,000 on the job training hours. During such period, either party to the agreement may terminate the apprenticeship agreement upon written notice to the Apprenticeship Division of the Bureau of Labor and Industries.

## AFTER THE PROBATIONARY PERIOD

10. The apprenticeship agreement may be canceled at the request of the apprentice or may be suspended, canceled or terminated by the Committee for good cause, with due notice to the apprentice and a reasonable opportunity for correction and with written notice to the apprentice and to the Apprenticeship Division of the Bureau of Labor and Industries of the final action taken by the Committee.

## DUTIES OF AN APPRENTICE

11. The apprentice is required to sign an apprenticeship agreement and apply oneself both on the job and in the related training program, and continually strive to become a skilled journeyman. The apprentice must not miss work or related training classes except for good cause. The apprentice must comply with the provisions of these standards and any applicable agreement.

## MINIMUM QUALIFICATIONS OF AN EMPLOYER

12. The minimum qualifications of an employer in apprenticeship facilities, training and working conditions are:

The employer must have and maintain at all times sufficient plant facilities, equipment and fully trained journeymen to train in the work processes and comply with the provisions of these standards. A valid certification by the appropriate apprenticeship committee that the employer is an appropriate training agency shall be prima facie proof of compliance with this section.

Working conditions of apprentices shall conform with all laws and regulations affecting their health, welfare and safety.

#### DUTIES OF AN EMPLOYER

13. The employer shall take all steps necessary to see that each apprentice works under and with competent journeymen in the occupation for which the apprentice is being trained and is assigned to working and learning tasks so that the apprentice masters the on-the-job training and related instruction.

The employer must comply with the provisions of these standards and any agreement applicable to the sponsor's program. The employer, on forms approved by the Council, must make regular reports to the appropriate apprenticeship committee.

#### NONDISCRIMINATION IN SELECTION AND EMPLOYMENT

14. The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and Equal Employment Regulation of the Oregon State Apprenticeship and Training Council.

#### APPROVED BARGAINING AGREEMENT

15. If the apprentice job is covered by a collective bargaining agreement, the lawful provisions thereof shall supplement, or prevail over, these standards if there is a conflict between the bargaining agreement and standards. The employer or employer's association shall simultaneously furnish to the union, if any, which is the collective bargaining agent of the employees to be trained, a copy of its application for registration and of the apprenticeship program, etc.

#### PERIODIC REVIEW, EVALUATION AND MAINTENANCE OF PROGRESS RECORDS

16. It shall be the duty of the sponsor to review and evaluate the apprentice's progress in job performance and related instruction; and the maintenance of appropriate progress records. The basic evidence of such advancement shall be the record of the apprentice's progress on the job and during related instruction. If such progress is not satisfactory, the sponsor shall have the right to withhold their periodic wage advancements, suspend or revoke the Apprenticeship Agreement, or make such recommendations, it feels desirable. A recordkeeping system shall be established

by the sponsor for such purposes.

#### CREDIT FOR PREVIOUS EXPERIENCE

17. Applicants accepted by the sponsor, who have creditable experience in the skilled occupation or in some other related capacity, may be granted advance standing as apprentices with commensurate wages for any progression steps so granted.

#### TRANSFER OF APPRENTICES AND CONTINUITY OF EMPLOYMENT

18. It shall be the obligation and responsibility of the sponsor to provide insofar as possible, continuous employment for all apprentices in its program. If unable to provide apprentices the diversity of experience necessary for all-around training and experience in the various processes of the occupation, as set forth in the apprenticeship agreement; or where the sponsor's business is of such character as not to provide reasonably continuous employment, the sponsor may arrange for transferring their training obligation to another employer under the same program with consent of the apprentice and apprenticeship committee or program sponsor. If, for any reason, a lay-off of an apprentice occurs, the apprenticeship agreement shall remain in effect, unless canceled by the sponsor.

#### CERTIFICATE OF COMPLETION

19. Upon successful completion of apprenticeship, as set forth in these standards, and passing such examination as the sponsor may require, sponsor shall recommend that the registration agency issue a Certificate of Completion of apprenticeship.

#### MODIFICATIONS, CANCELLATION AND DEREGISTRATION OF PROGRAM

20. These standards may be modified or changed, for the betterment of the apprenticeship system, by submitting proposed modification(s) or change(s), in writing to the registration agency for approval.

Cancellation and deregistration of the program may be accomplished voluntarily, by a written request from the sponsor to the registration agency, or by formal deregistration proceedings.

#### REGISTRATION AGENCY RECORD REQUIREMENTS

21. It shall be the responsibility of the sponsor to establish and maintain such apprenticeship records as may be required by the registration agency and other

applicable laws.

### APPRENTICESHIP AGREEMENT

22. Each apprentice (and, if under eighteen (18) years of age, the parent or guardian) shall sign an Apprenticeship Agreement with the sponsor, who shall then register such agreement with the registration agency before employment or attendance at related instruction classes. Following such registration, all signatory parties thereto shall receive copies. Specifically, or by reference, the apprenticeship agreement shall incorporate these standards of apprenticeship.

### AUTHORIZED REGISTRAR

23. Name and address of authorized representative and agency identification of registration agency:

Bureau of Labor and Industries  
Apprenticeship and Training Division  
800 NE Oregon St. #32  
Portland, OR 97232-2109

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Orig: 3-10-94