



**Western Oregon & SW Washington Painters and Drywall Finishers JATC**

**POLICY REMINDERS**

**MONTHLY PROGRESS REPORTS:** These reports are due, one each month – *working or not working*, in the Apprentice Office by the 5<sup>th</sup> of each month. It is your responsibility to keep records pertaining to your employment, hours worked, and Related Training classes. Failure to submit the "Monthly Progress Report" is grounds for Committee action.

Mail your reports to:  
Painters & Drywall Apprenticeship Office  
13521 NE Whitaker Way  
Portland OR 97230

**INCLEMENT WEATHER:** In the event that extreme or adverse weather occurs, listen for notification of class closures for Portland Community College (PCC) or Mt. Hood Community College (MHCC). If either of these colleges has cancelled classes due to the weather, the apprenticeship classes are also canceled. Some of the radio stations that will carry the announcement are:

<b>AM STATIONS</b>		<b>FM STATIONS</b>	
KXL	750	KINK	102
KEX	1190	KUFO	100.3
KTRD	910	KGON	92.3
KKPZ	1330	KUPL	98.7

**MANDATORY RELATED TRAINING ATTENDANCE POLICY:** Related Training means classroom studies. Every apprentice is required to attend class and the exact policy is set out in your personal copy of policies. A copy is always available for your review.

Sometimes an emergency may occur, such as:

- A death in the family – the apprentice must provide a copy of the obituary from the paper.
- A doctor's written work release, for a prolonged period; a leave of absence may be required.
- A written notice from your employer, i.e., working out of town; you will be given make-up work on correspondence.

Call the Apprenticeship office immediately if an emergency occurs: 503-287-4856

**THE PROCESS FOR RERATES**

Determining rerates is a four-step process. 1) You must meet the minimum **OUT hours** requirement; 2) the minimum **RT hours** (classes) requirement; 3) have a good **employer evaluation**; and 4) be approved by the **JATC**. Mid-month rerates are not allowed. All rerates are effective the first pay period of the month following approval by the JATC.

Here's an example:

<b>STEP 1</b> Total OJT hours at end of December = 1,114 (1,000 or more needed) Step 1-Rerate is due	January	February	March
<b>STEP 2</b> Total class hours at end of December = 64 (but you needed 72) Step 2-Rerate is NOT due	January	February	March
<b>STEP 3</b> Employer evaluation completed/received Step 3-Rerate is due	January	February	March
<b>STEP 4</b> JATC Review and Approval	January	February	March

If there are any questions, please contact the Apprenticeship office at: 503-287-4856