



APPRENTICESHIP PROGRAM STANDARDS
adopted by

NORTHWEST LABORERS APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
LABORER	47-2061.00	6000 HOURS
LABORER (CITY OF SEATTLE)	47-2061.00	4000 HOURS
LABORER (SHIPYARD WORKER)	47-2061.00	4000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

N/A
Provisional Registration

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By: MARK RIKER
Chair of Council

By: CHRIS BOWE
Secretary of Council

NORTHWEST LABORERS APPRENTICESHIP COMMITTEE

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Required):

These standards have been developed by representatives of the Washington and Northern Idaho District Council of Laborers, the Seattle, Tacoma Chapter of the A.G.C., Inland

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Northwest Chapter of the A.G.C.; the Oregon Columbia Chapters of the A.G.C.; and the City of Seattle, in conjunction with the Public Service & Industrial Employees Local 1239 of the Laborers International Union - AFL-CIO; and the Puget Sound Metal Trades Council; the Puget Sound Shipbuilders and Ship Repair Employers; and, assisted by the Washington State Department of Labor and Industries, Apprenticeship Section.

Definitions

MANAGEMENT shall mean any employer having contractual relationship with the Local Union which subscribes to terms and conditions of these Apprenticeship standards and which has facilities and equipment to properly train an apprentice.

LABOR shall mean the Washington and Northern Idaho District Council of Laborers and its Affiliated Locals.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

A. Laborers and Laborers (Shipyards Workers)

All of the State of Washington, Idaho, and Utah.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the states of Idaho or Utah, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the states of Idaho and Utah.

B. Laborers (City of Seattle)

The area covered by these standards shall be all departments of the City of Seattle, Washington.

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

A. General

Age: **At least 18 years of age.**

Education: **Tenth grade education or equivalent.**

Physical: **Must be able to meet the requirements of the trade, with or without a reasonable accommodation.**

Testing: **None**

Other: **All applicants must have a current valid driver's license. All applicants shall submit to the Apprenticeship Office and/or Committee a copy of their current valid driver's license, documentation validating 10th grade education or the equivalent.**

B. Specific

Laborers (City of Seattle)

Per rules and regulations Administered by City of Seattle Personnel Department.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, 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 Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

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A. Selection Procedures

All individuals will take and pass a drug test with negative findings prior to registration as a registered apprentice (includes direct entry).

1. Laborers and Laborers (Shipyard Workers)

- a. The Apprenticeship Committee or their designee shall determine at their meeting, the number of new apprentices to be accepted after examining the projected work picture and available work force.
- b. All applications are obtained and filled out at the specified Orientation session or at other locations as authorized by the Apprenticeship Committee. Interested applicants must obtain applications in person. Locations or Local Unions can be found on the programs' web site: <http://www.nwlaborers.org/>
- c. All applicants shall submit to the Apprenticeship Committee, or the designated representative, a copy of the documents requested on the application. (minimum is copy of current valid drivers license and proof of completion of 10th grade education or equivalent)
- d. Upon submission of application and required document and completion of orientation assessment, the applicant will be placed on eligible-for-interview list. Applicants will be placed on the list according to their scores. Applicant must stay active on the list by checking in by email or mail monthly. Those applications evaluated that have been on the list for two (2) years without being reached will be removed from the list.
- e. If applicant does not contact the program within 3 months, they may be removed from the "eligible for interview list" without notice.
- f. After six (6) months the applicant may submit additional work history documentation certifying employment and/or proof of training. The applicant will be re-evaluated after submission of the documents for additional points.
- g. Interviews will be conducted on an "As Needed" basis. Once an applicant is interview, they will be placed on the "Eligible for Pre-Construction Training (PCT) Course. Applicants will be placed on the list according to their total scores from the orientation assessment and interview.
- h. When the program offers a Pre-Construction Training Course, the applicants with the highest number of accrued points will be given the first opportunity for training. (See Exceptions)

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- i. Upon satisfactory completion of the Pre-Construction Course, applicants will be ranked and placed on a Ready-For-Dispatch List at the appropriate local union.
- j. When the Apprenticeship Committee needs to place one or more applicants on a job, the applicant with the highest ranking will be referred first if there are no apprentices, on the appropriate local union Out-of-Work List (OOWL.) Exception: If there are apprentices on the OOWL but they cannot be contacted, applicants may be referred from the Ready-For-Dispatch List. Thereafter, the apprentices will register on the appropriate local union Out-Of-Work List.
- k. It shall be the responsibility of the applicant to keep the Apprenticeship Committee advised of a current phone number and address where they can be reached upon short notice. Failure of the applicant to comply will void the application.
- l. **EXCEPTIONS:**
 - (1) The order of scores may be superseded to meet JATC affirmative action goals in conformance with the Washington State Apprenticeship and Training Council rules.
 - (2) Individuals, who become members of a local union solely through an organizational effort and are lacking journey worker skills, may receive direct entry into the apprenticeship registration provided they meet the minimum qualifications (see Minimum Qualifications).
 - (3) Graduates of committee approved programs such as Job Corps, Helmet-to-Hardhats, Department of Corrections, or other apprenticeship preparation programs as approved by the JATC may receive direct entry into the apprenticeship registration provided they meet the minimum qualifications (see Minimum Qualifications).
 - (4) Apprentices relocating from other states or DOL Office of Apprenticeship approved Apprenticeship Programs may receive direct entry into the apprenticeship provided the construction craft laborer meets the minimum qualifications (see Minimum Qualifications).
 - (5) Employers who have not signed a collective bargaining agreement and wish to have their employees trained may receive direct entry into apprenticeship registration provided:

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- (a) They meet the minimum qualifications. And
- (b) The employer signs a Contribution Agreement with the Laborers-Employers Training Trust Fund of Washington. And
- (c) All employers requesting “approved training agent” status shall sign an agreement agreeing to comply with federal or state apprenticeship rules and the appropriate apprenticeship standards. And
- (d) Are within ratio as determined by the JATC committee.

2. Laborers (only)

EXCEPTIONS

Native Americans referred from a local Tribal Employment Rights Office (TERO) located in Washington State and Northern Idaho may receive direct entry into the apprenticeship program as a construction craft laborer for work on Federally recognized Reservations provided that:

- a. Applicants meet the "TERO Minimum Qualifications" for selection as an apprentice Construction Craft Laborer, which are:

Age: At least 18 years of age.
Education: Currently have or are working towards achieving a tenth grade education or equivalent.
Physical: Must be able to meet the requirements of the trade.
Testing: Must take and pass a drug test with a negative finding.
Other: Should have dependable transportation to all assigned job sites.
Currently have or are working towards achieving a valid drivers license.

- b. Agree to meet all of the "Minimum Qualifications" (see Minimum Qualifications) of the apprenticeship standard prior to working off the reservation while working towards a positive career path as a Construction Craft Laborer.

- c. Employer (Training Agent requirements)

- (1) All employers working on federal/state recognized reservations requesting "approved training agent" status shall sign an agreement to comply with all federal or state apprenticeship rules and the appropriate apprenticeship standards. And
- (2) Are within journey-level to apprentice ratio as determined by the JATC committee.

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3. Laborers (City of Seattle only)

All apprentices will be selected through the Civil Service practices of the City of Seattle.

B. Equal Employment Opportunity Plan:

1. To encourage establishment and use of preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.
2. Grant credit for previous trade experience or trade-related courses for all applicants equally.
3. Engage in other such actions as stated above to insure that recruitment, selection, employment and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin or sex.
4. Selection from lists of qualified applicants for apprenticeship in other than order of ranking so as to reach women (minority and non-minority) and minorities

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

A. Laborer (City of Seattle) and Laborer (Shipyard Worker)

The term of apprenticeship shall not be less than 2 years/4,000 hours of continuous employment

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B. Laborer

The term of apprenticeship shall not be less than 6,000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices during their initial probationary period.

C. Laborers

All apprentices employed in accordance with these standards shall be subject to a probationary period of the first 1200 hours of employment.

Laborers (Shipyard Workers)

All apprentices employed in accordance with these standards shall be subject to a probationary period of the first 800 hours of employment.

Laborers (City of Seattle)

All apprentices employed in accordance with these standards shall be subject to the city charter's and the Laborer agreement's probationary period of 12 months and during such probationary period to all the terms of the apprenticeship agreement.

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VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

Laborers

- 1. **An employer employing one or more Journey-level laborers may employ apprentices per the below Apprentice Ratio Chart. This is to be interpreted as per job (contract not per crew or per contractor (employer)). Each Contractor or contract is separate with their own ratios on the job, this is to be interpreted as (See Attached).**

Apprentice Ratio Chart

Journeyman	Apprentices
1	1
2	1
3	1
4	2
5	2
6	2
7	3
8	3

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9	3
10	4
11	4
12	4
13	5
14	5
15	5
16	6
17	6
18	6
19	7
20	7
21	7
22	8
23	8
24	8
25	9
26	9
27	9
28	10
29	10
30	10
31	11

Sequential pattern would continue for remaining numbers.

- 2. In the Housing Industry apprentices may be employed at the ratio of one for each journey-level laborer. For the purpose of this section, housing shall be defined as not to exceed four story walk-up type apartments.**
- 3. In the new and expanding segments of the industry, as an example, weatherization, asbestos abatement, hazardous material handling, and radioactive contaminants, apprentices may be employed at the ratio of one apprentice for each journey-level laborer.**
- 4. The proper ratio of journey-level laborers to apprentices will be maintained when reducing the work force and when transferring employees from project to project. When performing overtime or emergency work, journey-level laborers will be given preference. The above ratio will be followed as closely as possible.**
- 5. The apprentice to journey-level ratios established above may be altered on a project by project basis depending on the availability of current apprentices.**

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- 6. The apprentice to journey-level worker shall never exceed a one to one (1:1) ratio.**
- 7. The ratio's established under Section VI.A are subject to the availability of current apprentices.**

Laborer (Shipyard Workers)

- 1. An employer employing one or more journey-level laborers may employ one (1) apprentice for each three (3) journey-level laborers.**
- 2. On special project agreements, the contractors may employ apprentices at the ratio of one (1) apprentice for each journey-level laborer in compliance with the project agreement.**
- 3. The proper ratio of journey-level laborers to apprentices will be maintained when reducing the work force and when transferring employees from project to project. When performing overtime or emergency work, journey-level laborers will be given preference. The above ratio will be followed as closely as possible.**
- 4. The above ratio is subject to the availability of apprentices.**

Laborer (City of Seattle)

- 1. An employer employing one or more journey-level laborers may employ an apprentice for each four (4) laborers.**
- 2. The above ratio is subject to the availability of apprentices.**

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.**

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B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Wage Progression Schedules

Laborer

Step	Hour Range or competency step	Percentage of journey-level wage rate*	Other
1	0000 - 1000 hours	60%	80 total hours of required related training
2	1001 - 2000 hours	70%	160 total hours of required related training
3	2001 - 3000 hours	80%	240 total hours of required related training
4	3001 - 4000 hours	85%	320 total hours of required related training
5	4001 - 5000 hours	90%	400 total hours of required related training
6	5001 - 6000 hours	95%	480 total hours of required related training

Laborer (Shipyard Workers)

Step	Hour Range or competency step	Percentage of journey-level wage rate*	Other
1	0000 - 1000 hours	60%	80 total hours of required related training
2	1001 - 2000 hours	70%	160 total hours of required related training
3	2001 - 3000 hours	80%	240 total hours of required related training
4	3001 - 4000 hours	90%	320 total hours of required related training

The records of the Northwest Laborers Training Trust shall determine the pay scale of all apprentices. Pre-construction training (PCT) does not apply - some related training taken prior to registration may apply if approved by the Training Director. Related training hours should be completed as near as possible to each pay raise (i.e. 80 hours of required related training for each 1000 hours of on-the-job training). Classes will be scheduled through the Northwest Laborers Training Program.

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Laborer (City of Seattle)

Step	Hour Range or competency step	Percentage of journey-level wage rate*	Other
1	0000 - 1000 hours	85%	80 total hours of required related training
2	1001 - 2000 hours	87%	160 total hours of required related training
3	2001 - 3000 hours	91%	240 total hours of required related training
4	3001 - 4000 hours	94%	320 total hours of required related training

The records of the Northwest Laborers Training Trust and the City of Seattle payroll records shall determine the pay scale of all apprentices.

Related Training hours should be completed as near as possible to each pay raise (i.e. 90 hours of related for each 1000 hours of on-the-job training). Classes will be scheduled through the Northwest Laborers Training Program.

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

- | | |
|-----------------------------------|---------------------------------|
| A. <u>Laborer</u> | <u>Approximate Hours</u> |
| 1. Core Competencies | 4000 |

- a. **Site/Project Preparation and Maintenance**
 Clearing, bucking, and falling.
 Transportation, dismantling, and stockpiling of scaffolding and work platforms.
 Grading and compaction (work traditionally performed by construction craft laborers).
 Install, maintain erosion control systems.
 Layout and staking protocols.
 Hoisting, rigging and signaling for work traditionally performed by construction craft laborers.
 Site preparation, clean-up, and security.

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b. Tools, Equipment and Materials

Tools equipment, and material recognition and preparation.

Hand, electric, gas, pneumatic, and power tool/equipment (i.e. mortar mixer, walk-behind saw, sand blast pot, power driven wheelbarrow, aerial lift, etc....) use and maintenance.

Tool, equipment, and material storage and security.

c. Safety

Confined space safety.

Fire Watch.

Traffic control/flagging, signing, and traffic safety awareness.

Hazard material recognition.

Trenching and site excavation.

2. Areas of Concentration.....2000

Apprentices are to gain experience in one or more of the following areas of concentration or work groups.

a. Environmental Remediation

Asbestos Abatement

Hazardous Waste Abatement

Lead Abatement

Petro-Chemical Abatement

Radiation Remediation

Weatherization

b. Building Construction

Concrete (mixing, placement, vibration of concrete, removal)

Erect scaffolding, shoring and braces.

Concrete sawing, cutting (to exclude concrete finishing processes), and coring.

Material handling, stocking, cleaning, and storage.

Dewatering systems installation by hand, hand carried pump installation, operation and maintenance.

c. Heavy/Highway and Utility Construction

Asphalt (work traditionally performed by construction craft laborers).

Drilling, Highscaling and Blasting

Grade Checking

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Pipe Laying (work traditionally performed by construction craft laborers)

Install and maintain erosion control systems.

Dewatering systems installation by hand, hand carried pump installation, operation and maintenance.

d. Tunneling

Safety - TBM and conventional

Install tunnel supports (steel ribs, lagging, mesh, segments, rings, hand drilling, rock bolts).

Install services (track laying, conveyors, vents, water, compressed air pipes etc.).

Concrete placement, small portable pump operation and maintenance.

Shaft and tunnel grouting.

Dewatering systems installation by hand, hand carried pump installation, operation and maintenance.

Shotcrete/gunite application and cleanup.

e. Pipeline

Trenching and excavation by hand.

Grade setting/checking (Excluding the pipe, hanger systems, and ditch grade).

Clearing and maintaining the right of way (ROW) by hand, ROW mediation.

Build and dismantle fences.

Install and maintain erosion control systems.

Locating utilities.

Load, unload and place skids by hand (Excluding the fabrication area).

Hooking and unhooking of pipe, and work in connection with the distribution of pipe.

Pipe preparation, sandblasting, coating, and cleanup (Not done in connection with the preparation or completion of the welding process).

"Dressing the Pig".

f. Masonry

Mason tending.

Plaster tending.

Refractory tending.

Tarping and cleanup

Pump operation, maintenance and cleanup.

Erect scaffolding, shoring and braces.

Forklift operation and safety.

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g. Landscaping

- Layout, planting and staking.
- Spreading, grading and compaction with hand tools or walk behind equipment.
- Falling, trimming, and pruning hedges, trees and shrubs.

h. Demolition/Deconstruction

- Cutting and burning (work traditionally performed by construction craft laborers).
- Fire watch.
- Aerial lift operation.
- Concrete sawing, cutting, breaching and breaking.
- Demolition debris handling and management (recycling, reused, disposal).

Total Hours: 6000

B. Laborer (Shipyard Worker)

Approximate Hours

- 1. General Laborer.....1000**
Sort, salvage and dispose of scrap materials, Firewatch, Carpenter Helpers, clean docks and yards, shops washrooms and toilets, miscellaneous labor in shipyards, loading and unloading carloads of material and related tasks.
- 2. Shipyard Laborer.....1000**
Cleaning bilges and sumps, boilers, uptakes, stacks, chain and storage lockers, steam cleaning, removal of preservatives on ships, ventilation systems (including fan-rooms and ducts) and related tasks.
- 3. Dock Labor1000**
Lower docks, set keel and bilge blocks, center and tie up ships, erection of portable staging, removal of barnacles and moss by wire brush, spuds or sand blast, wash down docks or haul in railways, hydroblasting, shot blasting and related tasks.
- 4. Specialty Labor1000**
Jackhammer work, facility maintenance including paving, concrete placement, form stripping, cement and cleaning of fresh water tanks, blueprint reading, spill containment booms, lead paint abatement, asbestos abatement, forklift and bobcat operation, power and hand tools (including needle guns, grinders, pneumatic gas and electric pumps) and related tasks.

Total Hours: 4000

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<u>C. Laborer (City of Seattle)</u>	<u>Approximate Hours</u>
1. General Skills, Site/Project Preparation & Maintenance1200 Clearing, bucking, and filling. Transportation, dismantling & stockpiling of scaffolding and work platforms. Grading and Compaction. Layout and staking protocols. Rigging and signaling for work traditionally performed by construction craft laborers. Site preparation, clean up and security.	
2. Tools, Equipment and Materials800 Tools, equipment, and material recognition & preparation. Hand electric, gas, pneumatic, and power tools/equipment, & material storage & security.	
3. Safety500 Confined space safety. Flagging, signing, & traffic safety awareness. Hazard material recognition. Trenching and site excavation.	
4. Environmental Remediation300 Hazardous Waste Abatement (such as Lead Abatement, Asbestos Removal and other hazardous waste).	
5. Building Construction1200 Concrete (tending, placement, removal), Landscaping, Asphalt, Pipe Laying (work traditionally performed by construction craft laborers)	
	Total Hours: 4000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

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If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

Courses and facilities as approved by the JATC.

B. Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Laborers and Laborers (Shipyard Workers)

160 Minimum RSI hours per year, [see WAC 296-05-015(6)]:

Laborers (City of Seattle)

180 Minimum RSI hours per year, [see WAC 296-05-015(6)]:

Twelve-month period from date of registration.*

Defined twelve-month school year: **(insert month)** through **(insert month)**.

Two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

C. Additional Information:

None

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. Sponsor Procedures:

Laborer and Laborer (Shipyard Worker)

Apprentices will be required to take drug tests.

The results of all employer administered substance abuse tests shall be furnished to the training program. Failure of a substance abuse test will result in disciplinary action and/or termination from the apprenticeship program.

Disciplinary Action:

First offense: 30 days of non-eligibility for out-of-work-list registration.

Second offense: Termination from the Apprenticeship Program.

Laborer (City of Seattle)

As determined and set forth by the Sub-Committee or under the collective bargaining agreement.

Local Apprenticeship Committee Policies

1. **Must accept all job referrals within the 60-70 mile radius of their normal dispatch.**

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Exception: An apprentice has the right to refuse work prior to dispatch under the Memorandum of Understanding for Private Residential/Mixed Use Building Work. An apprentice may not quit a job under this agreement once dispatched.

- 2. Must place themselves on the out-of-work list (OOWL) when not working for an authorized training agent.**
- 3. Apprentices must have dependable transportation to all job sites.**
- 4. Must send in work process hours as required by the Northwest Laborers JATC (once per week when working and once per month when not working).**
- 5. An apprentice may turn down work in the classification of traffic control after 400 hours of on-the-job training have been completed prior to dispatch, but the apprentice may not quit in the middle of a job or if already dispatched.**
- 6. Refusal or inability to take a drug test shall be considered a failure.**
- 7. Policy for unexcused absences for apprentices.**
 - a. First unexcused absence: A letter of warning from the apprenticeship program will be sent by regular mail to the apprentice explaining the consequences of failing to participate in mandatory training requirements. The Coordinator will make every effort to contact the apprentice by phone or in person to explain the consequences of additional unexcused absences. The Coordinator will make every effort to contact the contractor to determine the reason for the apprentice's failure to attend mandatory related training. The Coordinator will assign a replacement class date at this time.**
 - b. Second unexcused absence: The Coordinator and Business Manager (or his designee) will meet with the apprentice at a designated location and notify the apprentice of their requirement to attend a local Joint Entrant Training Committee (JETC) meeting and explain or account for their actions. The Coordinator will assign a replacement class date at this time. The JETC will hear the apprentice's argument and explain the consequences for any additional unexcused absences from mandatory related training. The JETC will notify the apprentice that a third unexcused absence may result in termination from the apprenticeship program. The apprentice will also be required to sign a document that they understand the consequences of another unexcused absence.**

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- c. **Third unexcused absence: The apprentice may be suspended from work and school until meeting with JETC. The apprentices will be sent a 20-day notification letter notifying them of the requirement to attend and next JETC meeting and why. Failure to attend the JETC meeting could result in immediate termination of apprenticeship agreement.**
8. **The Northwest Laborers Apprenticeship Committee may delegate day to day operations that may include administration/disciplinary responsibilities to its local subcommittee with assurance that the Northwest Laborers Apprenticeship Committee will review all actions that are required by the Washington State Apprenticeship and Training Council to be reported to the Department of Labor and Industries. Sub-Committees and their members herein defined will hold meetings under the quorum of approved sub-committee members. Northwest Laborers Apprenticeship Committee interpretation of quorum for sub-committee members is one employer and one employee member present during sub-committee meetings.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.

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- b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
- c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].

3. Sponsor Disciplinary Procedures:

None

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

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D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

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B. Program Operations:

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

Sponsors shall submit required reports through the Apprentice Registration and Tracking System (ARTS).

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor’s introductory statement

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- c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.

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5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor any requested documentation for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The Sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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E. Committee governance (if applicable): (see WAC 296-05-009)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:

a. Quorum: **At least one member from Labor and one member from Management constitutes a quorum.**

b. Program type administered by the committee: **Group Joint**

c. The employer representatives shall be:

**Brandon Dully, Secretary
8049 Jones Avenue NW
Seattle, WA 98117**

**Andrew Ledbetter
AGC of Washington
1200 Westlake Ave. N., Suite 301
Seattle, WA 98109-3528**

**Roderick S. Majors
1525 E Marine View Drive
Everett, WA 98258**

d. The employee representatives shall be:

**Jermaine Smiley, Chair
WA & N ID District
Council of Laborers
PO Box 12917
Mill Creek, WA 98082**

**Dale Cannon
2800 First Avenue Room 50
Seattle, WA 98121**

**David Hawkins
WA & ID District
Council of Laborers
PO Box 12917
Mill Creek, WA 98082**

NORTHWEST LABORERS APPRENTICESHIP COMMITTEE

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

None

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

Laborers Local 238

The employer representatives shall be:

**Marissa Bill
Lydig Construction
11001 E. Montgomery Drive
Spokane Valley, WA 99206**

**Joslya James, Chair
Acme Concrete
4124 E. Broadway
Spokane, WA 99202**

The employee representatives shall be:

**Scott Holstom, Secretary
Laborers Local 238
1330 N. Calispel St
Spokane, WA 99201**

**Jack Tortorici
Laborers Local 238
1330 N. Calispel St
Spokane, WA 99201**

Laborers Local 292

NORTHWEST LABORERS APPRENTICESHIP COMMITTEE

The employer representatives shall be:

**Natalie Marshbank, Secretary
Marshbank Construction
PO Box 97
Lake Stevens, WA 98258**

**Rod Majors
Granite Construction
1525 E. Marine View Drive
Everett, WA 98201**

The employee representatives shall be:

**Stacy Martin, Chair
Laborers Local 292
2810 Lombard St. Suite 100
Everett, WA 98201**

**Larry Montgomery
Laborers Local 292
2810 Lombard St. Suite 100
Everett, WA 98201**

Laborers Local 252

The employer representatives shall be:

**Eric Wright, Secretary
NW Cascade
PO Box 73399
Puyallup, WA 98373**

**Darren Pease
Pease & Sons Inc.
PO Box 44100
Tacoma, WA 98448**

**JR Inman, Alternate
NW Cascade
PO Box 73399
Puyallup, WA 98373**

The employee representatives shall be:

**Brian Belarde, Chair
4803 South M Street
Tacoma, WA 98408**

**Israel Murietta
4803 South M Street
Tacoma, WA 98408**

**John Adams – Alternate
4803 South M Street
Tacoma, WA 98408**

Laborers Local 335

The employer representatives shall be:

**Dennis Curry, Secretary
Safway Services
1960 NW Marine Drive
Troutdale, OR 97060**

**Andy Moore
Safway Services
1960 NW Marine Drive
Troutdale, OR 97060**

NORTHWEST LABORERS APPRENTICESHIP COMMITTEE

The employee representatives shall be:

**Justin Sellers
2212 NE Andresen
Vancouver, WA 98661**

**Shannon Stull, Chair
2212 NE Andresen
Vancouver, WA 98661**

Laborers Local 348

The employer representatives shall be:

**Dick Richter, Chair
George A. Grant Inc.
P.O. Box 789
Richland, WA 99352**

**Luis Ojeda
Ojeda Business Ventures
5790 West Van Giesen Street
Richland, WA 99353**

The employee representatives shall be:

**Kayne Segura, Secretary
2505 Duportail St.
Richland, WA 99352**

**Dave Gresser
2505 Duportail St.
Richland, WA 99352**

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Thomas P. Reed, Executive Director
27055 Ohio Avenue
Kingston, WA 98346**

**Glen Frieberg, Training Director
27055 Ohio Avenue
Kingston, WA 98346**

**Mark Ware, Assistant Training Director
27055 Ohio Avenue
Kingston, WA 98346**