



APPRENTICESHIP PROGRAM STANDARDS
adopted by

PUGET SOUND ENERGY COMPANY APPRENTICESHIP COMMITTEE

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

COMBUSTION TURBINE SPECIALIST
HYDRO ELECTRICIAN
HYDRO MECHANIC
METERMEN
WIREMEN

51-8013.00
49-2095.00
49-9041.00
49-9012.01
49-2095.00

8000 HOURS
8000 HOURS
8000 HOURS
6000 HOURS
8000 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

JULY 20, 2017

Standards Last Amended

JULY 22, 1941

Permanent Registration

By: DAVE D'HOUNDT

Chair of Council

By: ELIZABETH SMITH

Secretary of Council

PUGET SOUND ENERGY COMPANY 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):

Puget Sound Energy Company and the International Brotherhood of Electrical Workers Local Union #77, mutually working together for the advancement of the Puget Sound

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Energy Company and the progress of the employees, have developed a program of practical and technical personnel training. The apprentices of the Puget Sound Energy Company will gain a better understanding of their craft and recognition of their obligation to the community. We, therefore believe the interest of the people of the State of Washington, the employees and Puget Sound Energy Company will be better served by this formal apprenticeship system.

The Apprenticeship Committee will consult with representatives of the Apprenticeship Division of the Employment Training Administration, U.S. Department of Labor; the Washington State Apprenticeship and Training Council; the Apprenticeship Section, Washington Department of Labor and Industries; the State Board for Community and technical Colleges and other Workforce Development agencies. A copy of these Standards and Supplements thereto shall be registered with the Washington State Apprenticeship and Training Council, as the state registering authority.

These Standards for the development of apprentices in the various programs have been recommended by the Joint Apprenticeship Training Committee and were developed in accordance with the provisions of the Collective Bargaining Agreement and the applicable regulations, and in consultation with the Apprenticeship Section of the Washington Department of Labor and Industries and the Washington State Apprenticeship and Training Council. The term "Company" will refer to Puget Sound Energy, Inc. and the term "Union" will refer to international Brotherhood of Electrical Workers, Local No. 77.

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.

All service and operational areas of the Company in the State of Washington with corporate headquarters located in Bellevue, Washington.

II. MINIMUM QUALIFICATIONS:

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

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

Education: **Applicant must have a high school diploma or GED.**

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Applicant must have one full year of high school algebra or equivalent post High School algebra, and be able to provide documentation or certification of grade of "C" or better.

Applicant must have successfully passed an approved basic electricity course and be able to provide documentation or certification by time of appointment (approved course list is available upon request, posted on the PSE website and included with the application).

Physical: Applicant must be able to meet the physical requirements of the trade.

Testing: Applicant must have successfully satisfied pre-qualification requirements, NJATC (level 4 or higher), at the discretion of the JATC.

Other: Must be able to meet and maintain the employment requirements of Puget Sound Energy.

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.

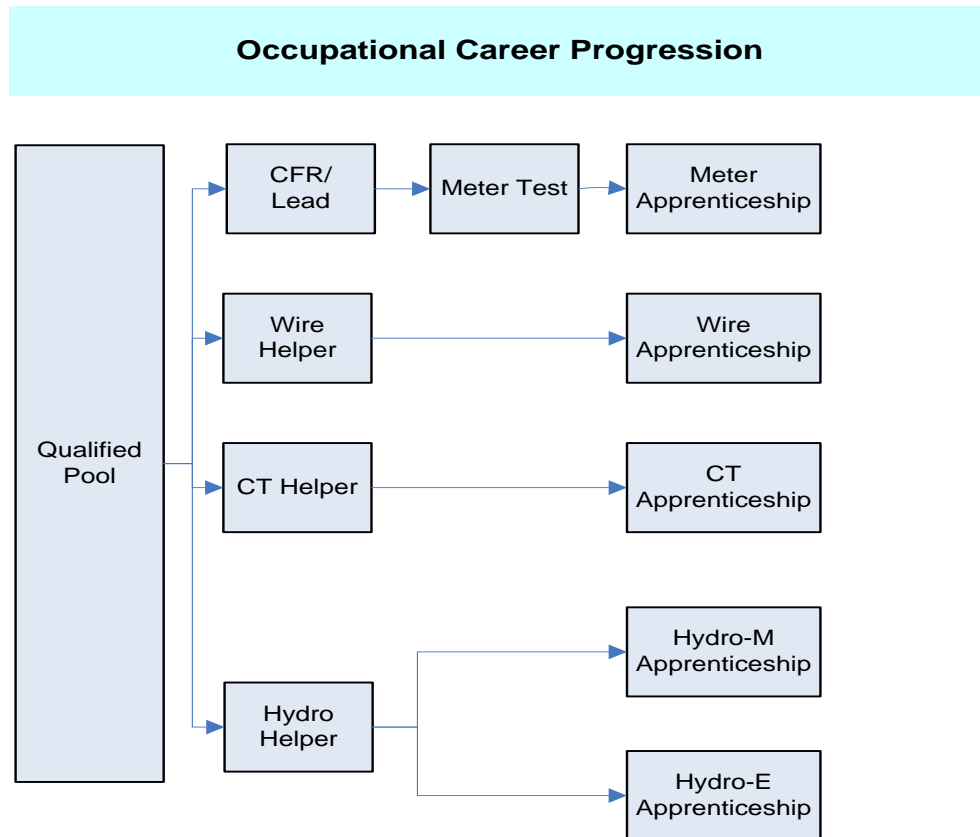
A. Selection Procedures:

The selection procedure begins at the apprenticeship pathway entry level jobs. The JATC recognizes that equal opportunity begins with outreach to all within the program area and a continuing review of our processes to ensure equal opportunity while maintaining the necessary safety and skill standards based on requirements of the occupation. To promote success in the apprenticeship programs, the entry level jobs in the defined apprenticeship pathway are considered apprenticeship preparation and will have appropriate training opportunities to enhance the skills and abilities of apprenticeship candidates as well as an opportunity for candidates to gain understanding of the occupational requirements and commitments of apprenticeship.

Employees in Pathway to Apprenticeship positions are eligible to bid for Apprenticeship jobs pursuant to the terms of the Collective Bargaining Agreement.

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1. Pathways to Apprenticeship



The above pathways are considered the normal progression in the occupations shown. The specifics of the bid process into apprenticeship openings and progression in the pathways are governed by the terms of the collective bargaining agreement between the Company and the Union.

2. Selection to Pathway to Apprenticeship Positions

Candidates for Pathway to Apprenticeship (PTA Jobs) jobs must meet the qualification requirements of the Apprenticeship Program. This program utilizes the ranked pool method. Candidates meeting the minimum requirements for Pathway Jobs will take part in the NJATC Aptitude Test and Candidate Interview Process. When a pathway job is available, the top three candidates from the qualified pool will be referred to the business unit (when more than one opening exists, the formula $<N + 2$, where N is the number of openings> will be used for the number of candidates referred.)

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3. Bidding to Apprenticeship Positions

PTA candidates will be eligible to bid open apprenticeship positions pursuant to the terms of the Collective Bargaining Agreement. Should there be no PTA or other qualified internal candidates available to bid apprenticeship positions, apprenticeship positions would then be filled by appointment from the qualified pool with the top three candidates being referred to the business unit (when more than one opening exists, the formula $N + 2$, where N is the number of openings) will be used for the number of candidates referred.)

B. Equal Employment Opportunity Plan:

- 1. All employees, applicants for employment, and others are aware that this Sponsor is an Equal Opportunity Employer, and that all personnel, both management and non-management, are fully apprised of the Sponsor's official policy on Equal Employment Opportunity.**
- 2. To encourage establishment and use of apprenticeship preparation trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
- 3. Responsible management will not unlawfully discriminate in the recruiting, hiring, compensating, promoting, transferring, training, downgrading, terminating, laying off or recalling of any person based upon race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, veteran or military status, the presence of a disability, or any other characteristic protected by law.**
- 4. Minority and female organizations, vocational or technical schools, community agencies, secondary schools and colleges having a high representation of minorities, and women are kept aware of the Sponsor's EEO policy, and its commitment to Equal Opportunity. These sources are requested to recruit and refer minorities and women for all openings.**
- 5. Journey level employees of the Company are used to partner with Company recruiters to educate potential candidates for crafts' positions through school presentations and participation at career fairs.**
- 6. The Company participates in workshops sponsored by various recruiting sources to familiarize them with apprenticeship programs and opportunities.**
- 7. If the State's diversity goals are not met in the Apprenticeship program from internal qualified candidates, the seniority selection/bidding provision in the Collective Bargaining Agreement can be circumvented to meet the State's requirements and filled from qualified applicants within the qualified pool.**

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- 8. The Company and the Union will participate with the State and other agencies to identify workforce development issues that create barriers to equal opportunity and participate in development of potential solutions to improve the effects of such barriers.**

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].

The term of apprenticeship for wire, combustion turbine, hydro mechanic, and hydro electrician apprentices shall not be less than 8000 hours of reasonably continuous employment. The term of apprenticeship for meter apprentices shall not be less than 6000 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

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apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

The probationary period shall be 1,000 hours of reasonably continuous employment.

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:

All apprenticeships within this program will have a ratio of one (1) apprentice to one (1) journey worker.

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

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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.

- 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

A. 6000 Hour Apprenticeships:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	75%
2	1001 - 2000 hours/7 - 12 months	78%
3	2001 - 3000 hours/13 - 18 months	81%
4	3001 - 4000 hours/19 - 24 months	84%
5	4001 - 5000 hours/25 - 30 months	88%
6	5001 - 6000 hours/31 - 36 months	92%

B. 8000 Hour Apprenticeships:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	75%
2	1001 - 2000 hours/7 - 12 months	78%
3	2001 - 3000 hours/13 - 18 months	80%
4	3001 - 4000 hours/19 - 24 months	83%
5	4001 - 5000 hours/25 - 30 months	85%
6	5001 - 6000 hours/31 - 36 months	87%
7	6001 - 7000 hours/37 - 42 months	90%
8	7001 - 8000 hours/42 - 48 months	92%

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,

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which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

The Company in conjunction with the Joint Apprenticeship Training Committee will do everything possible to afford each apprentice the opportunity to learn all phases of their respective trade, and may at the Company's option transfer an apprentice to different locations of the Company to get the experience required to be a competent craftsman.

The completion of recommended OJT work tasks and a nominal period of 6000 hours of related work experience is required to complete the meter apprenticeship. The completion of recommended OJT work tasks and a nominal period of 8000 hour of related work experience is required to complete the CT, hydro, and wire apprenticeship programs covered by this standard.

A. <u>Meterman</u>	<u>Approximate Hours</u>
<u>Program - OJT Task:</u>	
1. <u>Testing/Calibration/Repair</u>	1560
2. <u>Construction/Installation</u>	1300
3. <u>Large power Metering/Lab equipment</u>	400
4. <u>Meter/Field Investigations</u>	1900
5. <u>Programming/Load study</u>	400
6. <u>Northwest Meter School</u>	120
7. <u>Industry Standards</u>	240
8. <u>Power quality school</u>	80
TOTAL HOURS:	6000

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B. Wiremen Approximate Hours

Program - OJT Task List:

1. <u>Testing</u>	1020
2. <u>Inspection, Maintenance, Troubleshooting</u>	2050
3. <u>Construction and Installation</u>	2500
4. <u>Wiring Practices:</u>	1000
5. <u>Switches Procedures</u>	750
6. <u>Training and Practices</u>	580
7. <u>Climbing</u>	100

TOTAL HOURS: 8000

C. Hydro Mechanic Approximate Hours

1. Basic Machinery: Lathe, mill, drip press. Hand tools, i.e. precision measuring tools	500
2. Blue Print Reading and Layout	200
3. Crane Operations and Rigging	800
4. Welding gas and electric stick and wirefeed	800
5. Maintenance and repair of rotating equipment	2500
6. Hydraulic and pneumatic theory	500
7. Maintenance, repair and construction on hydraulic and solid state governors	500
8. Maintenance of headworks, waterways and fish passage	1000
9. Computer training	250
10. Building Maintenance	200
11. Safety training an environmental compliance	250

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12. Plant operations500

TOTAL HOURS: 8000

D. Hydro Electrician

Approximate Hours

1. Station Service Systems1500

2. Shop and Support Equipment1450

3. Rotating Equipment Maintenance800

4. Generation Control Systems950

5. Breakers400

6. Generation Maintenance1200

7. Safety, Standards and Work Practice700

8. Wiring methods.....1000

TOTAL HOURS: 8000

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E. <u>Combustion Turbine Specialist</u>	<u>Approximate Hours</u>
1. Safety	500
2. Compliance and Standards	200
3. Operations	800
4. Mechanical.....	2000
5. Electrical	2200
6. Equipment Operations	300
7. Internal Combustion engines	500
8. Combustion Turbine.....	1000
9. Steam Operations and Safety.....	500
TOTAL HOURS:	8000

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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.

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): **Approved hybrid training through Company, Community or Technical College or other on-line learning methods providing assessed training opportunities. (Also known as "On-Line Learning")**

B. **144** Minimum RSI hours per year defined per the following [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.*

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C. Additional Information:

NONE

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 for 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:
 - a. **Each apprentice will maintain a complete and accurate record of hours worked based on work processes and report the same monthly to the Apprenticeship Coordinator on forms provided. The apprentices report form must be verified and signed by the apprentice's journey worker and supervisor. The apprenticeship coordinator will see that cumulative records are maintained and summary reports provided on a regular basis. The JATC will review reports on a regular basis, at least quarterly.**

Performance evaluations will be done on a regular basis on forms provided and completed by the journey worker or instructor, reviewed and commented on by the supervisor and LJATC and then sent to the apprenticeship coordinator

- b. **Apprentices are encouraged to take up all individual suggestions, recommendations, or minor grievance with their LJATC subcommittee. On all questions other than apprenticeship, normal company procedure under its Collective Bargaining Agreement will apply.**
 - c. **This agreement may be terminated by the Company or the Union as to any future program of training of new personnel after giving the party ninety**

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(90) days written notice of election to do so. This right shall not in any way involved the completion of training of those apprentices then in training.

- d. All apprentices incurring time loss due to illness or injury will be required to make-up all lost hours when the time loss is:

More than 174 hours in any period.

More than 260 hours in any 2 adjacent periods.

More than 522 hours in a 3-year apprenticeship.

More than 696 hours in a 4-year apprenticeship.

Upon completion of make-up hours, any seniority lost by the absence will be restored. Absences of lesser duration which affect the apprentice's progress may extend the apprenticeship if deemed necessary by the JATC.

- e. Apprentice school attendance is mandatory. The only excused absences will be for illness or emergency. Emergencies are situations or occurrences of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. Failure to attend school may result in disciplinary action being issued to the apprentice. Disciplinary action may include, but is not limited to, a written warning, suspension of apprenticeship, withholding of a wage increase or cancellation of apprenticeship.

One excused absence will result in the rate of pay being frozen until the school work is made up. The apprentice must meet with the Local JATC to discuss the reason for the absence.

Two unexcused absences, within one school year, will result in the rate of pay being frozen until such time as the school work is made up. The apprentice will meet the JATC and show cause why they should not be removed from the program.

Apprentices missing school due to illness or emergency must notify the apprenticeship coordinator, their supervisor and the instructor as soon as possible.

- f. Wire apprentices must successfully complete Apprentice Climbing school prior to starting their third (3rd) period of apprenticeship with a passing score based on testing and instructor evaluation.

- g. Role of Local Joint Apprenticeship Training Committee (LJATC):

The LJATC's are to provide local oversight of apprentice's in their workgroups on a regular basis through review of training hours, performance evaluation, mentoring opportunities and review of training opportunities. The LJATC should work with local supervision to

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accommodate meeting training gaps through rove opportunities if necessary. The LJATC should be the apprentices' first resource after the journey worker with training concerns or questions that remain unanswered. LJATC's cannot implement disciplinary action, but can recommend the same to the JATC.

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.
 - 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:
(insert text)

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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.

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

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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.

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.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

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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
 - 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:

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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.
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 written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

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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.

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: **50% plus 1**

b. Program type administered by the committee: **INDIVIDUAL JOINT**

The Apprenticeship Committee shall be composed of equal representation from the Company and the Union. Selection of these individual members will be made by their respective organization.

Brian Bowers

PUGET SOUND ENERGY COMPANY APPRENTICESHIP COMMITTEE

- c. The employer representatives shall be:

**Will Kahns, Secretary
PO Box 97034
Bellevue, WA 98009-9734**

**Gerald Klug
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Doug Bruland
PO Box 97034
Bellevue, WA 98009-9734**

**Randal Walls
Post Office Box 97034
Bellevue, WA 98009-9734**

- d. The employee representatives shall be:

**Tony Van Ginneken, Chair
PO Box 97034
Bellevue, WA 98009-9734**

**Kurt Heinz
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Tim Van Dusen
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Brian Bowers
Post Office Box 97034
Bellevue, WA 98009-9734**

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.

PUGET SOUND ENERGY COMPANY APPRENTICESHIP COMMITTEE

Central:

The Employer Representatives Shall Be:

**Peter Maxwell, Secretary
Post Office Box 97034
Bellevue, WA 98009-9734**

**Kassidy Warren
Post Office Box 97034
Bellevue, WA 98009-9734**

The Employee Representatives Shall Be:

**Tom Allen, Chair
Post Office Box 97034
Bellevue, WA 98009-9734**

**Phillip Wheelock
10845 NE 4th Street
Bellevue, WA 98004-5591**

North:

The Employer Representatives Shall Be:

**Daniel Lofstrom, Chair
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Matt McGraw
Post Office Box 97034
Bellevue, WA 98009-9734**

The Employee Representatives Shall Be:

**Kevin Miller
Post Office Box 97034
Bellevue, WA 98009-9734**

**Chris Isaacson
10845 NE 4th Street
Bellevue, WA 98004-5591**

Southwest:

The Employer Representatives Shall Be:

**John Bonnette, Secretary
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Randall Walls
Post Office Box 97034
Bellevue, WA 98009-9734**

The Employee Representatives Shall Be:

**Kurt Heinz, Chair
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Lucas Wisdom
10845 NE 4th Street
Bellevue, WA 98004-5591**

PUGET SOUND ENERGY COMPANY APPRENTICESHIP COMMITTEE

Meter:

The Employer Representatives Shall Be:

**Rachel Montoya, Secretary
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Steve Brown
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Mike Herndon
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Marty Okazaki
10845 NE 4th Street
Bellevue, WA 98004-5591**

The Employee Representatives Shall Be:

**Bryon Poirier, Chair
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Kevin Bausch
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Marshall Settle
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Robert Kash
10845 NE 4th Street
Bellevue, WA 98004-5591**

Encogen CT:

The Employer Representatives Shall Be:

**Lynn Bell, Secretary
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Thor Angle
10845 NE 4th Street
Bellevue, WA 98004-5591**

The Employee Representatives Shall Be:

**Justin Fuller, Chair
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Alan Hall
10845 NE 4th Street
Bellevue, WA 98004-5591**

Mint Farm CT:

The Employer Representatives Shall Be:

**Evan Sorrell, Chair
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Robert Mash
10845 NE 4th Street
Bellevue, WA 98004-5591**

PUGET SOUND ENERGY COMPANY APPRENTICESHIP COMMITTEE

**Ron Roberts
10845 NE 4th Street
Bellevue, WA 98004-5591**

The Employee Representatives Shall Be:

**Robert Stanton, Secretary
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Josh Klug
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Tony Ostlund
10845 NE 4th Street
Bellevue, WA 98004-5591**

Hydro:

The Employer Representatives Shall Be:

**Scott Lichtenberg, Chair
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Matt Blanton
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Dave Magnuson
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Doug Bruland
10845 NE 4th Street
Bellevue, WA 98004-5591**

The Employee Representatives Shall Be:

**Dave Corn, Secretary
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Hyrum Evans
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Sanjay Patel
10845 NE 4th Street
Bellevue, WA 98004-5591**

**Steve Barry
10845 NE 4th Street
Bellevue, WA 98004-5591**

PUGET SOUND ENERGY COMPANY APPRENTICESHIP COMMITTEE

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.

Troy Nutter

Manager, Training & Apprenticeship

David Compton

Apprenticeship Coordinator

Mailing Address:

PSE Apprenticeship

PO Box 90868 MS: PSE-09N

Bellevue, WA 98009-0868

Physical address:

PSE Apprenticeship

10845 NE 4th Street MS: PSE-09N

Bellevue, WA 98009

Phone: 425-457-5879

Fax: 425-462-3223

Email: PSEapprenticeship@pse.com