



APPRENTICESHIP PROGRAM STANDARDS
adopted by

PCA WALLULA APPRENTICESHIP PROGRAM

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

INDUSTRIAL MAINTENANCE MILLWRIGHT

49-9044.00

7200 HOURS

INDUSTRIAL MAINTENANCE PIPEFITTER

47-2152.01

7200 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

OCTOBER 15, 2020

Standards Last Amended

JANUARY 16, 1975

Permanent Registration

By: MARK RIKER

Chair of Council

By: CHRIS BOWE

Secretary of Council

PCA WALLULA APPRENTICESHIP PROGRAM

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):

Packaging Corporation of America's Wallula Paper Mill (PCA) has implemented the apprenticeship system as a way to grow and develop talented trade workers for our mill's

PCA WALLULA APPRENTICESHIP PROGRAM

diverse needs. When approved and registered with the Washington State Apprenticeship and Training Council, these standards will govern the training of all apprentices in the Wallula Mill.

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.

The area covered by these Standards shall be the confines of the Packaging Corp of America Paper Mill in Wallula, 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: **High School Diploma or GED or equivalent.**

Physical: **Safely capable of lifting fifty (50) pounds. Physically able to perform the work of the trade with or without reasonable accommodations.**

Testing: **Pass PSI Mechanical Aptitude Test.**

Other: **Must have a current and valid driver's license.**

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

PCA WALLULA APPRENTICESHIP PROGRAM

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:

- 1. Applications for both in-plant and out of plant applicants are available at www.packagingcorp.com/employment when positions become available. Applications are to be completed and submitted online.**
- 2. In-Plant Personnel:**
 - a. In order to consider an individual for entry into the Mechanics Package at the Intermediate level, he/she shall meet the following requirements.**
 - b. Complete practical mechanical test administered and scored by committee members.**
 - c. Participate in an interview administered and scored by committee members.**
 - d. Candidates will be evaluated, ranked, and chosen based on the cumulative scores from the practical test and interview.**
 - e. If there are multiple in house candidates equally qualified then seniority will determine the candidate selected.**
 - f. All eligible candidates not selected for entry into the apprenticeship after the selection process will be registered into an eligibility pool according to their ranking. They will remain in this pool for a period of two (2) years from the time of the selection process and will be included in all subsequent selection procedures for that period.**
 - g. After one (1) year in the eligibility pool, candidates may request to be re-evaluated in order to increase their rank. Requests must be made in writing and submitted to the apprentice committee.**
- 3. Out of Plant personnel:**
 - a. Selection procedures will include external candidates following the same criteria as above.**
 - b. Seniority will not play into the selection process for external candidates.**
- 4. The Committee reserves the right to grant previous credit for both RSI and OJT.**

PCA WALLULA APPRENTICESHIP PROGRAM

B. Equal Employment Opportunity Plan:

1. **Will post open positions with various organizations in an attempt to recruit qualified people including females and minorities.**
2. **Will attend local and/or regional job fairs to help expand recruitment for qualified people including females and minorities.**
3. **Will visit local schools to promote our apprenticeship program to recruit qualified people including females 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].

The term of apprenticeships for each occupation shall be four (4) years (7200 hours) of reasonably continuous employment and experience in the principal operations of the trade, including the probationary period.

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

PCA WALLULA APPRENTICESHIP PROGRAM

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 in their initial probationary period.

During the first 720 hours of employment an apprentice shall be classified as probationary.

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:

The ratio of apprentices in each occupation shall not be more than one apprentice to every one journey level worker within the mill work force.

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

PCA WALLULA APPRENTICESHIP PROGRAM

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.

- 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. APPRENTICE WAGES and WAGE PROGRESSION:

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0 - 12 months	76.78%
2	13 - 30 months	80.90%
3	31 - 48 months	86.41%

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. Industrial Maintenance Millwright

Approximate Hours

During the term of apprenticeship, the apprentice shall receive instruction and gain experience in all branches of the Industrial Maintenance Millwright trade necessary to develop a skilled and practical mechanic in accordance with the following schedule:

1. Shop Arithmetic and Trade Fundamentals:.....260
 - a. Common Fractions
 - b. Decimal Fractions
 - c. Ratio and Proportion
 - d. Measuring
 - e. Arithmetic of Right Angles
 - f. Blueprint Reading

PCA WALLULA APPRENTICESHIP PROGRAM

- g. Speed Ratios of Pulleys, Gears, and Sprockets
- h. Thread Forms
- i. Screw Fastenings
- j. Elementary Sketching
- k. Elementary Mechanics
 - (1) Levers
 - (2) Cams
 - (3) Incline Plane, Wedge, and Screw
 - (4) Friction
 - (5) Rope Blocks
- 1. Elementary Hydraulics
- 2. Use of Hand Tools:.....320
 - a. Wrenches - all types
 - b. Drills, Taps, and Dies
 - c. Hack Saw
 - d. Files
 - e. Hammers - all types
 - f. Pry Bar
 - g. Gear Pullers, Screw and Hydraulic
 - h. Bearing Scraper
 - i. Reamers
 - j. Saws - all types
 - k. Steel Square
 - l. Combination Square
 - m. Rules and Tapes
 - n. Plane
 - o. Chisels and Bits
 - p. Pliers and Cutters
 - q. Level and Plumb Bob
 - r. Screw Driver
 - s. Drifts, Punches
 - t. Silver and Soft Soldering
 - u. Burning and Heating
 - v. Welding – all types and positions
 - w. Packing Pullers
 - x. Gasket Cutting
- 3. Use of Precision Tools:.....160
 - a. Feeler Gauges
 - b. Dial Indicators
 - c. Micrometers
 - d. Precision Level

PCA WALLULA APPRENTICESHIP PROGRAM

4. **Use of Power Tools:**450
 - a. Drill press
 - b. Chipping
 - c. Portable Drills
 - d. Power Hack Saw
 - e. Hydraulic Press
 - f. Grinder
 - g. Band Saw
 - h. Table Saw
 - i. Jointer
 - j. Bolt Threader
 - k. Jack Hammer
 - l. Impact Wrench
5. **Use of Test Equipment:**60
 - a. Ultrasonic Sound Detector
 - b. Vibration Analysis Equipment
6. **Rigging:**100
 - a. Slings
 - b. Ladders
 - c. Chain Blocks
 - d. Rope Blocks
 - e. Coffin Hoists
 - f. A-Frames and Stiff Legs
 - g. Screw and Hydraulic Jacks
 - h. Mobile and Bridge Crane Hand Signals
7. **Use of Scaffolding:**40
 - a. All types
8. **Trouble Shooting of Mechanical Equipment:**1000
9. **Knowledge of Mill Processes:**60
10. **Safety:**.....500
 - a. Tagging Out Equipment and Line Breaking
 - b. Ladders, Use Of
 - c. Artificial Respiration
 - d. Use and Care of Gas Masks
 - e. Precautions around Machines
 - f. Precautions around Overhead Work
 - g. Precautions around Welding and Burning
 - h. Precautions around Dangerous Chemicals
 - i. How to Turn on a Fire Alarm
 - j. Use of Mobile Equipment

PCA WALLULA APPRENTICESHIP PROGRAM

11.	<u>Materials:</u>	160
a.	Recognition and Properties of Metal and Woods	
12.	<u>Layout Work:</u>	100
a.	Layout of Simple Geometric Figures and Transitions	
13.	<u>Power Transmission Equipment:</u>	800
a.	Belts - "V" and Flat	
b.	Chains - Roller and Silent	
c.	Gear Reducers	
d.	Sole Plates and Foundations	
e.	Adjusting Gear Clearances	
f.	Coupling Alignment	
g.	Rope Drive	
14.	<u>Bearings - Plain and Anti-Friction:</u>	400
a.	Identification	
b.	Inspection	
c.	Installing and Dismantling	
d.	Scraping and Grooving of Babbitt Bearings	
15.	<u>Concrete Work:</u>	400
a.	Forms	
b.	Reinforcing Steel	
c.	Placing Anchor Bolts	
d.	Pouring, Settling, Surface Finishing	
e.	Grouting	
16.	<u>Pumps:</u>	500
a.	General Knowledge of Operation and Types	
b.	Packing and Mechanical Seals	
c.	Dismantling, Replacement of Parts and Reassembling	
17.	<u>Equipment Installation:</u>	800
a.	Layout	
b.	Setting of Equipment	
c.	Leveling and Alignment	
18.	<u>Hydraulic and Pneumatic Cylinders:</u>	150
19.	<u>Familiarity with Miscellaneous Mill Equipment:</u>	940
a.	Reduction Gears	
b.	Paper Machine Rolls	
c.	Hydraulic Jacks	
d.	Collapsible Shafts	
e.	Clutches and Brakes	

PCA WALLULA APPRENTICESHIP PROGRAM

f. Other Equipment

TOTAL ESTIMATED HOURS:7200

B. Industrial Maintenance PipeFitter:

Approximate Hours

During the term of apprenticeship, the apprentice shall receive instruction and gain experience in all branches of the Industrial Maintenance Pipefitter trade necessary to develop a skilled and practical mechanic in accordance with the following schedule

1. Shop Arithmetic and Trade Fundamentals:.....300
 - a. Common Fractions
 - b. Decimal Fractions
 - c. Ratio and Proportion
 - d. Measuring
 - e. Blueprint Reading
 - f. Elementary Sketching
 - g. Arithmetic of Right Angles
 - h. Calculation of Areas and Volumes
 - i. Arithmetic of Pipe Bends
 - j. Pipe Offset Calculations
 - k. Layout of Angles with Steel Square
 - l. Knowledge of Welding Symbols
 - m. Speed Ratios of Pulleys, Gears, and Sprockets
 - n. Elementary Mechanics
 - (1) Levers
 - (2) Cams
 - (3) Incline Plane, Wedge, and Screw
 - (4) Friction
 - (5) Rope Blocks
 - o. Elementary Hydraulics
 - p. Elementary Pneumatics
2. Use of Hand Tools:.....520
 - a. Wrenches - all types
 - b. Drills, Taps, and Dies
 - c. Hack Saw
 - d. Files
 - e. Hammers - all types
 - f. Steel Square
 - g. Rules and Tapes
 - h. Chisels, Easy-outs
 - i. Level and Plumb Bob
 - j. Pry Bar

PCA WALLULA APPRENTICESHIP PROGRAM

- k. Cutting and Reaming Pipe
 - l. Pipe Threading
 - m. Tube Rolling
 - n. Gasket Cutter
 - o. Calipers, Dividers, and Protractor
 - p. Silver and Soft Soldering
 - q. Burning and Heating
 - r. Arc and Oxygen-Acetylene Welding
3. **Use of Power Tools:**800
- a. Power Hack Saw
 - b. Pipe Cutting Machine
 - c. Power Pipe Threader
 - d. Drill Press
 - e. Portable Drill
 - f. Pipe Bending Machine
 - g. Friction Saw Portable Power Saw
 - h. Portable Power Saw
 - i. Grinder
 - j. Sander
 - k. Chipping Gun
 - l. Electric Welding Machine
4. **Rigging:**100
- a. Slings
 - b. Ladders
 - c. Coffin Hoists
 - d. Chain Blocks
 - e. Rope Blocks
 - f. Plate Clamps
 - g. Mobile and Bridge Crane Hand Signals
5. **Use of Scaffolding:**70
- a. All types
6. **Trouble Shooting Within the Fitters Trade:**700
7. **Knowledge of Mill Process:**60
8. **Safety:**500
- a. Tagging Out Equipment and Line Breaking
 - b. Ladders, Use Of
 - c. Artificial Respiration
 - d. Use and Care of Gas Masks
 - e. Precautions Around Machines
 - f. Precautions Around Overhead Work

PCA WALLULA APPRENTICESHIP PROGRAM

g.	Precautions Around Dangerous Chemicals	
h.	Precautions Around Welding and Burning	
i.	Precautions when Arc Welding	
j.	Fire Hazards	
k.	How to Turn in a Fire Alarm	
l.	Use of Mobile Equipment	
9.	<u>Materials</u>	360
a.	Recognition and Properties of Metal and Plastics	
b.	Gasket Materials	
c.	Packing Materials	
d.	Lubricants, Cutting Oils, Anti-Freeze Compounds,	
e.	Identification of Metals	
f.	Weldability of Metals	
g.	Choice of Rods	
h.	Fluxes	
i.	Hard surfacing Materials	
10.	<u>Layout Work:</u>	400
a.	Pipe Intersection	
b.	Hangers	
c.	Offsets	
d.	Miter Elbows	
11.	<u>Knowledge of Use of Valves, Pipe Fittings, Expansion Joints:</u>	200
12.	<u>Valve Maintenance:</u>	300
a.	Dismantling, Replacing Parts, Reassembling	
b.	Valve Grinding	
c.	Valve Packing	
d.	Reducing Valves and Safety Valves	
13.	<u>Measure, Cut and Install Pipe:</u>	800
a.	Screwed Fittings	
b.	Flanged Fittings	
c.	Welded Pipe	
d.	Tubing, flared, Compression, Soldered	
e.	Fabricated Thin Wall Pipe	
f.	Non-Metallic Pipe (Plastic, Fiberglass, Transit, etc.).	
g.	Lead Pipe	
h.	Cast Iron Pipe	
l.	Rubber Hose	
14.	<u>Dryer Syphons and Steam Joints:</u>	250
a.	Installation and Repair of Rotating Syphons	
b.	Installation and Repair of Stationary Syphons	

PCA WALLULA APPRENTICESHIP PROGRAM

- c. Installation and Repair of Steam Joints
- 15. **Steam and Air Traps:**300
 - a. Installation and Repair of Air Traps
 - b. Installation and Repair of Bucket Traps
 - c. Installation and Repair of Thermostatic Traps
 - d. Installation and Repair of Float Traps
 - e. Installation and Repair of Impulse Traps
- 16. **Hydraulic and Pneumatic Cylinders and Control Valves:**300
 - a. Dismantle, Repair, Reassemble, Install Air and Hydraulic Control Valves
- 17. **Burning:**300
 - a. Oxygen-Acetylene Torch, all material thicknesses and positions
 - b. Carbon-Arc and Air-Arc
 - c. Machine Burning
 - d. Other Burning Equipment
- 18. **Gas Welding:**300
 - a. Technique-Various Types of Joints and Positions
 - b. Hard Surfacing
 - c. Carbon Steel - must be capable of being certified under ASME Code for 1/2" thickness - any position
 - d. Copper and Alloys
 - e. Stainless Steel
- 19. **Arc Welding:**500
 - a. Technique-Various Types of Joints and Positions
 - b. Knowledge of Proper Voltage and Amperage for Various Sizes and Types of Rod
 - c. Any Metal, Any Position, Any Method, and Capable of being certified under A S M E Code for 7/8" thick Carbon Steel
- 20. **Brazing:**50
 - a. Copper and Alloys
 - b. Cast Iron
 - c. Steel
- 21. **Preheating and Stress Relieving:**50
- 22. **Familiarity with Fire Protection Equipment:**40
 - a. Location of P.I. Valves, Hose Houses, Hydrants
 - b. Installation and Repairs to the Above

PCA WALLULA APPRENTICESHIP PROGRAM

c. Fire Extinguishing Equipment

TOTAL ESTIMATED HOURS:....7200

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): **As approved by the Committee.**

☒ Sponsor approved online or distance learning courses (specify): **TPC Training Systems**

☒ State Community/Technical college: **Columbia Basin Community College**

☐ Private Technical/Vocational college

☒ Sponsor Provided (lab/classroom)

☐ Other (specify):

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

☐ Twelve-month period from date of registration.*

PCA WALLULA APPRENTICESHIP PROGRAM

- (X) Defined twelve-month school year: **(January)** through **(December)**.
() 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:

1. **Technical instruction courses must be completed by the apprentices prior to the end of the four (4) year period.**
2. **The total number of RSI for the Industrial Maintenance Millwright occupation will be 170 hours per year with a total of 680 hours over the term of the apprenticeship.**
3. **Total number of RSI for the Industrial Maintenance Pipefitter occupation will be 150 hours per year with a total of 600 hours over the term of the apprenticeship.**
4. **Apprentices will bring all their lessons together with their answered questions to the instructor to be graded at the end of each lesson.**
5. **Apprentices are expected to exercise the same diligence in any apprenticeship related work assignments as they are to do in their practical mill work. The determination of apprentice's progress and fitness for the trade will be based in part upon the proficiency shown in these related activities. Progress reports will be supplied to the Apprenticeship Committee at the end of each month.**
6. **Apprentices will take an advancement test to progress to the next level. All time spent taking advancement tests will count as hours worked (OJT) unless scheduled outside of normal testing hours at the request of the apprentice.**
7. **All RSI hours will be unpaid. RSI time may take place after hours or on weekends. Apprentices will be given a minimum of two (2) weeks notice for classes scheduled outside of normal working hours.**

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.

PCA WALLULA APPRENTICESHIP PROGRAM

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. **Responsibilities of the Training Coordinator:**

The Company shall assign duties of training coordinator to one person who will:

- 1) **Administer the program on a day-by-day basis, maintaining the contact with apprentices, supervisors and committee, necessary to assure a healthy program.**
- 2) **Attend Apprenticeship Committee meetings to provide information and to receive the benefits of the Apprenticeship Committee's suggestions on improvements of the program.**
- 3) **Keep up-to-date records on each apprentice.**
- 4) **Act as counselor for apprentices.**

- b. **Responsibilities of the Apprenticeship Committee:**

It shall be the responsibility of the Apprenticeship Committee to:

- 1) **Adopt rules and regulations for the conduct of its affairs.**
- 2) **Hold necessary meetings and record the minutes there of.**
- 3) **Assure that appropriate records relating to the administration of the program are kept.**
- 4) **Establish and revise as necessary standards of apprenticeship for the trades as they are constituted at the mill.**
- 5) **Develop test and testing procedures as applicable to the program. Employees will not be tested on equipment, which does not exist in the mill.**

PCA WALLULA APPRENTICESHIP PROGRAM

- 6) Establish schedules relating to on-the-job training and study training as supplemented by required courses or other available outside study.**
- 7) Establish enforcement procedures for the schedules of training and standards of apprenticeship as established by this program.**
- 8) Periodically review the records of apprenticeship progress and require enforcement by the training coordinator of the schedule for training.**
- 9) Adjust or determine disputes arising in connection with the administration of the apprenticeship training standards.**
- 10) Determine and execute any disciplinary measures when necessary.**

c. Rules of Operation:

The following rules shall govern the operation of the program:

- 1) Each apprentice shall be responsible for maintaining a record of the time spent on each work process (OJT) and in related and supplemental instruction (RSI). Each apprentice shall submit his/her hours to the Training Coordinator in person by the last day of each month unless specified otherwise by the Training Coordinator.**
- 2) Progress and qualifications of each apprentice below the grade of journey level will be periodically reviewed at intervals of not more than six (6) months. Evaluations will be performed by the apprentice's immediate supervisor. If the employee so desires, he/she may have a Union Mechanic's Committee representative present at the time his/her progress report is discussed. Records of reviews shall be maintained by the Training Coordinator.**
- 3) The progress and qualification of each apprentice will be reviewed by the Apprenticeship Committee at any time during each six (6) month interval at the request of the apprentice, or his/her supervisor, or a member of the Apprenticeship Committee. Records of reviews shall be maintained by the Training Coordinator.**
- 4) The apprentice shall be tested at each interval of the Apprenticeship program. The test shall be administered and graded by the Committee and the results will be made subject to the review conducted in accordance with b and c above.**
- 5) The Apprenticeship Committee shall consider the apprentice's previous on-the-job experience and training and prior schooling in the trade, and**

PCA WALLULA APPRENTICESHIP PROGRAM

to the extent warranted, may propose to management the shortening of the term of apprenticeship.

d. Responsibilities of the Company:

It shall be the responsibility of the Company to:

- 1) Provide assistance when required during training periods by the training coordinator and/or his qualified representative in response to the needs of the program.**
 - 2) Provide the tuition for any specified technical courses and coordinate the payment of such through that school.**
- e. During the first 720 hours of employment after an apprentice has been assigned, he/she will be classified as probationary on the crew and can be removed from the crew at any time during that period.**

If an internal applicant is transferred to the maintenance department from another department in the mill, he/she will retain seniority in the department from which he/she transferred for a period of ninety (90) days and will return to the job from which he/she transferred if removed from the apprenticeship program. During the probationary period the mechanics committee will determine as quickly as is practical whether or not the apprentice has the aptitude and other attributes necessary to become a journey level worker.

- f. The employer will adopt an organized plan of rotating each apprentice through different departments and under different journey level workers, in order that he/she may gain the widest variety of experience in the work of his/her chosen trade.**

Rotation of Apprentice for all occupations:

The apprentice shall be rotated through all departments. For the purpose of this program, the mill has been divided into seven (7) areas.

- 1) AREA #1 - #1 and #2 PAPER MACHINE - Area will include:**
 - i. Stock Preparation Departments**
 - ii. Paper Machines**
 - iii. Waste Paper Processing**
 - iv. Shipping Department**
 - v. Yard and Shop**

PCA WALLULA APPRENTICESHIP PROGRAM

2) AREA #2 - #3 PAPER MACHINE - Area will include:

- i. Stock Preparation Departments**
- ii. Paper Machine**
- iii. Shipping Department**
- iv. Yard and Shop**

3) AREA #3 – Pulp Mill - Area will include:

- i. Chip Unloading and Handling**
- ii. Pulp Mill (Kraft)**
- iii. Pulp Mill (NSSC)**
- iv. Yard and Shop**
- v. Kamyr**
- vi. M & D Digester**

4) AREA #4 - RECOVERY AREA - Area will include:

- i. Evaporation**
- ii. Recoveries**
- iii. Power Boilers**
- iv. Yard and Shop**

5) AREA #5 - CHEM PREP - Area will include:

- i. Causticizing**
- ii. Lime Kiln**
- iii. SVP Plant**
- iv. Yard and Shop**

g. Apprentice's Hours and Supervision:

The basic work day and work week for apprentices shall be the same as that of a journey level worker and the apprentices shall be subject to the same conditions; including, but not limited to: accepted work rules pertaining to all safety codes, dependability, and reliability, extensive tardiness or absenteeism. Upon proper and legal review by the Apprenticeship Committee, the apprentice may be canceled from the apprenticeship program for failure to abide by these work rules. At no time will an apprentice be permitted to work without being under the supervision of a journey level worker.

The immediate supervisor of the apprentice shall receive a document compiled by the PCA Wallula Apprenticeship Committee which has a copy of all forms used by the Committee for evaluation of the apprentices and a

PCA WALLULA APPRENTICESHIP PROGRAM

complete lesson description for each occupation. A copy of this document shall also be given to each apprentice after he/she begins training.

- h. After successful completion of the apprenticeship program, all apprentices are expected to continue employment with the Company for a minimum of four (4) years. Failure to do so will require the apprentice(s) to reimburse the Company for the cost of training at a cost of \$10, 000. Exceptions to this requirement may involve unforeseen circumstance which the Committee will review and determine how much if any is to be reimbursed to the Company.**
- i. The Company shall provide basic tools for first year apprentices. Before continuing to the second year, apprentices must acquire the necessary tools to be a journey level worker in their chosen occupation. A list of required tools will be provided but the cost and acquisition of such tools is the responsibility of each apprentice.**

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

PCA WALLULA APPRENTICESHIP PROGRAM

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:

- a. **If an apprentice falls six (6) lessons behind in his/her course work or does not maintain a "B" or better average, he/she will be given an official warning by the Apprenticeship Committee and such apprentice will be given an additional six (6) months in which he/she must then complete the delinquent or substandard lessons while maintaining satisfactory progress on current lessons. Failure to complete such substandard or delinquent lessons will subject the apprentice to discharge from the program.**
- b. **If an apprentice is terminated for failure to comply with Mill work rules, he/she will be cancelled from the apprenticeship program.**
- c. **Failure by apprentices to turn in their hours by the last day of each month, without prior arrangements being made with the Training Coordinator, will subject them to the following disciplinary actions:**
 - (1) **First offence apprentices will be given a verbal warning.**
 - (2) **Second offence apprentices will be given a written warning.**
 - (3) **Third offence apprentices will be called to appear before the Committee and face disciplinary action up to and including termination of the apprenticeship agreement.**

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

PCA WALLULA APPRENTICESHIP PROGRAM

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 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

PCA WALLULA APPRENTICESHIP PROGRAM

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. 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 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

PCA WALLULA APPRENTICESHIP PROGRAM

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:

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

PCA WALLULA APPRENTICESHIP PROGRAM

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.
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

PCA WALLULA APPRENTICESHIP PROGRAM

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: **SEE ABOVE**
- b. Program type administered by the committee: **INDIVIDUAL JOINT**
The Apprenticeship Committee shall consist of eight (8) members equally represented by Packaging Corporation of America and Local #69.

- c. The employer representatives shall be:

Antonio Urata, Chair
PO Box 138
Wallula, WA 99363

Daniel Arnold
PO Box 138
Wallula, WA 99363

Robert Irving
PO Box 138
Wallula, WA 99363

Paul Cova
PO Box 138
Wallula, WA 99363

Jack Schreiber, Alternate
PO Box 138
Wallula, WA 99363

- d. The employee representatives shall be:

Dale Enockson, Secretary
PO Box 138
Wallula, WA 99363

Todd Schadler
PO Box 138
Wallula, WA 99363

PCA WALLULA APPRENTICESHIP PROGRAM

Matt Hackler
PO Box 138
Wallula, WA 99363

Thomas Adams
PO Box 138
Wallula, WA 99363

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.

NONE

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.

Antonio Urata, Training Coordinator
PO Box 138
Wallula, WA 99363