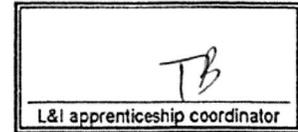


Department of Labor & Industries  
Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530



# REQUEST FOR REVISION OF STANDARDS



TO: Washington State Apprenticeship & Training Council

From: ABM ONSITE SERVICES CLARK COUNTY CUSTODIAL APPRENTICESHIP  
COMMITTEE #1972  
NAME OF PROGRAM STANDARDS)

SEE ATTACHED

RECEIVED BY L&I AC:

11/7/16 TB

E-MAIL RECEIVED BY  
CENTRAL OFFICE:

11/29/16 KR

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Department of Labor & Industries  
NOV 07 2016  
REGION 4N APPRENTICESHIP  
TUMWATER

Authorized signatures

Chair <i>Dean Sewter</i>	Approved by: Washington State Apprenticeship & Training Council
Secretary <i>Anna R...</i>	Secretary of WSATC:
Date: <u>11/7/16</u>	Date:

attach additional sheets if necessary

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**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program 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 completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

**A. General Procedures**

~~The following procedures apply only to the apprentices registered with ABM Onsite Services Clark County Apprenticeship Committee Standards.~~

- ~~1. After careful evaluation, the committee will make determinations regarding credit for previous education or experience and will register apprentices accordingly.~~
- ~~2. Apprentices are required to fill out an Apprentice Program OJT Tracking Form and submit it to the Apprenticeship Training Coordinator on the 15<sup>th</sup> and last day of each month.~~
- ~~3. Apprentices are required to maintain record of their RSI hours on the Bonus Requirements Tracking Sheet and must submit these to the Apprenticeship Training Coordinator on the last day of each month.~~
- ~~4. If an apprentice violates either of the above 2 rules twice they will be called to the committee to be given a warning. If an apprentice violates either of the above 2 rules more than 3 times, they may be suspended from apprenticeship for 5 working days by the Apprenticeship Committee.~~
- ~~5. The Apprenticeship Committee will review apprentice progress at each committee meeting.~~
- ~~6. The Apprenticeship Training Coordinator will review apprentice progress every 1000 hours and will do a monthly review of OJT and RSI~~

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~~records so as to present the results to the Apprenticeship Committee for determination of advancement or disciplinary action.~~

- ~~7. Falsification of records by an apprentice may result in disciplinary action by the ABM Onsite Services Clark County Custodial Apprenticeship Committee.~~
- ~~8. Failure to maintain employment as an apprentice with the ABM will result in cancellation of the apprenticeship agreement.~~
- ~~9. As ABM pays for all college courses, it is expected that any grade received in a college class lower than a "C" shall be reviewed by the apprenticeship committee to determine if the course must be re-taken.~~

1. After careful evaluation, the committee will make determinations regarding credit for previous education or experience and will register apprentices accordingly.
2. Apprentices are required to submit On The Job (OJT) training hours tracking forms to the Apprenticeship Training Coordinator (ATC) on the 15<sup>th</sup> and last day of each month. Apprentices are required to maintain a record of their RSI hours on the Bonus Requirements Tracking Sheet and must submit a copy to the Apprenticeship Training Coordinator on the last day of each month. All submissions are to be delivered to the main office by: in-person, mail, fax, or inner-school mail (PONY).
3. Apprentices are required to attend and complete all scheduled trainings, college classes and Skillsoft courses. If an apprentice is unable to report to a scheduled training or class, the apprentice must call the Apprenticeship Training Coordinator at least two (2) hours before the time that class is scheduled. If the apprentice calls less than two (2) hours before the class is scheduled to begin and does not arrive in time to begin class, the apprentice will be considered tardy for that class.
4. If an apprentice violates either of the above 2 rules in any 3-month period they will be subject to the following:
  - a) 2 times: The apprentice will be called to meet with the Apprenticeship Training Coordinator to review OJT/RSI expectations. The Apprenticeship Training Coordinator will create an apprentice completion plan in writing which will be monitored on a monthly basis.
  - b) 3 times: The apprentice will be called to meet with the Apprenticeship Training Coordinator to receive a pre-disciplinary written warning of non-compliance on behalf of the committee that has no monetary consequences.

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- c) 4 times: The apprentice will appear before the Committee for potential disciplinary action of a 3-day suspension from the program where the apprentice will not be allowed to work.
  - d) 5 times: The apprentice will appear before the Committee for potential disciplinary action up to and including cancellation of the Apprenticeship Agreement.
5. The Apprenticeship Committee will review apprentice progress at each committee meeting.
  6. The Apprenticeship Training Coordinator will review apprentice progress at least every 6 months, and will meet with each apprentice to review their overall OJT and RSI progress.
  7. Falsification of records by an apprentice may result in disciplinary action by the ABM Onsite Services Clark County Custodial Apprenticeship Committee.
  8. Failure to maintain employment as an apprentice with the ABM will result in cancellation of the apprenticeship agreement.
  9. As ABM pays for all college courses, it is expected that any grade received in a college class lower than a "C" shall be reviewed by the apprenticeship committee to determine if the course must be re-taken.

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