



APPRENTICESHIP PROGRAM STANDARDS
adopted by

BOILERMAKERS LOCAL 104 & PUGET SOUND EMPLOYERS APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
BOILERMAKER (UPTOWN SHOPS AND SHIPYARDS)	47-2011.00	6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
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By: DAVE D'HONDT
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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):

The following Standards of apprenticeship, Boilermakers Local 104 & Puget Sound Employers, with supplements pertaining to the necessary work experience of the trade and

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a progressive wage scale will, when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in this industry. These Standards have been developed by Washington Metal Trades, Inc., and Boilermakers' Local Union 104 of Seattle, Washington.

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 296-05-303(4)(g).

The area covered by these Standards shall be all of Clallam, Clark, Cowlitz, Grays Harbor, Island, Jefferson, King, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Skamania, Snohomish, Thurston, Wahkiakum, and Whatcom Counties in the State of Washington; Ketchikan County in the State of Alaska, and Multnomah County in the State of Oregon; including all the jurisdiction of Boilermakers' Local Union 104, operating headquarters, Seattle, Washington.

Note that while the Washington State Apprenticeship and Training Council has no responsibility or authority in the states of Alaska or Oregon, the Joint Apprenticeship Committee (JATC) will apply the same standards and guidelines to apprentices registered to the sponsor while working in these state.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-316(17)].

- Age: **Minimum of Eighteen (18) years of age.**
- Education: **Must be a high school graduate or equivalent.**
- Physical: **Must be physically able to work at the trade.**
- Testing: **NONE**
- Other: **Must provide documents to verify employment eligibility and must meet I-9 requirements.**

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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 (Part D of 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, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected 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.

A. Selection Procedures:

1. **The Boilermakers Local 104 & Puget Sound Employers Apprenticeship Committee does not serve as a referral agency and persons desiring apprenticeship training under the Boilermakers Local 104 & Puget Sound Employers Apprenticeship Committee shall make application to the Boilermakers' Local #104 Apprenticeship and Training Trust Coordinator.**
2. **Applications will be taken the year round on Wednesday mornings between the hours of 9:30 a.m. and 11:00 a.m. at the Apprenticeship and Training Office at 6770 E. Marginal Way South, Room B-122, Seattle, Washington 98108. A basic math test will be administered. The score will be combined with interview score (see #4 below.)**
3. **In order for application to be considered complete, all documentation verifying minimum qualifications must be provided. This includes proof of age, high school graduation or equivalent, and proof the applicant is employment eligible (meets I-9 requirements). Letters of recommendation from previous employers or instructors, as well as resumes, certificates or transcripts may be provided (optional.)**

Once the application is complete the applicant will be issued a qualification card stating that the holder of this card has passed all entry requirements of the Apprenticeship Committee and is now qualified to seek employment as a boilermaker apprentice. Until the applicant is employed as an apprentice, his/her qualification card must be signed once per month by the Secretary or the Coordinator of the Apprenticeship Committee in order to be validated. Three months of no validation and the applicant will be dropped from the list but may reapply when applications are being taken.

Completed applications will be placed on an eligibility list in descending order by date of application.

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4. Interview sessions will be scheduled at intervals determined by the Apprenticeship Committee. Applicants who complete steps 2 and 3 above will be granted an interview invitation. Applicants will be notified in writing of the date, place, and time of the interview based on the date of application. Consideration will also be given to female applicants for affirmative action purposes.

The Apprenticeship Committee will evaluate and rate applicants. The interview score and basic math test score will be combined. Applicants will be placed on the ranked list in order by score.

5. Applicants on the eligibility list or ranked list will be retained on that list for two (2) years as long as the card is validated each month per the instructed in number 3 above.
6. If the applicant locates employment or is placed as an apprentice by a training agent, they must make an appointment with the Apprenticeship Coordinator to complete an apprenticeship agreement, subject to approval by the Apprenticeship Committee.
7. Training agents may select the option to request apprentice applicants from the ranked list as they have openings. The applicants will be referred to the training agent from the ranked list in descending order for interview.
8. Those not accepted for the apprenticeship program will be notified by mail and given the reason for the rejection, the requirements for admission to the pool of eligibles, and the appeal rights available to the applicant.
9. **EXCEPTIONS:**
 - a. (Direct Entry) Individuals who have their jobs reclassified through collective bargaining to an occupation covered by these Standards. When registered, individuals entering through this method must be employed by a participating employer. For such applicants to be considered, they must:
 - (1) Meet the minimum qualifications
 - (2) Complete an application form
 - (3) Must be employed with a training agent of the sponsor.
 - b. (Direct Entry) Employees of an employer who has not signed a collective bargaining agreement and wishes to have their employees trained may receive direct entry into the apprenticeship program provided: (WAC 296-05-303(4))

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- (1) Applicant meets the minimum qualifications
- (2) The employer signs a Contribution Agreement with the Puget Sound Employers Boilermakers Apprenticeship and Training Trust Fund.
- (3) (WAC 296-05-303 (5)) All employers requesting approved and state apprenticeship rules and these standards of apprenticeship.

10. Alternative Selection Method: New Approved Training Agents

(Direct Entry) When an employer is added as an Approved Training Agent, their non-journey level employees shall receive direct entry into an apprenticeship as soon as they meet the minimum qualifications. These individuals shall be evaluated by the committee and placed at the proper step of apprenticeship in a non-discriminatory manner.

B. Equal Employment Opportunity Plan:

- 1. Participate in workshops organized by employment service agencies, community or technical colleges and community based organizations designed to increase awareness about the nature of apprenticeship programs and current apprenticeship opportunities with Boilermakers Local 104 & Puget Sound Employers Apprenticeship program.**
- 2. Participate in job fairs, career fairs and similar events to promote apprenticeship training, provide program admission requirements and sources of applications, and the program's EEO Policies.**
- 3. Engage in programs, where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship such as ANEW, Youth Build and other such programs.**
- 4. Granting advance standing or credit on the basis of previously acquired experience training skills or aptitude for all applicants equally.**

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

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blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-315].

The term of apprenticeship shall be 6,000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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

The initial probationary period is [WAC 296-05-316(22)]:

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

All apprentices employed in accordance with these standards shall be subject to an initial probationary period not exceeding the first 1000 hours of actual employment as an apprentice.

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

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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 296-05-316(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 to journey level workers shall be one (1) apprentice for a shop regularly employing one or more journey level workers and one (1) additional apprentice for every eight (8) journey level workers employed by the shop in the trade.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

Boilermakers: (Uptown Shops and Shipyards)

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	70%
2	1001 - 2000 hours	75%
3	2001 - 3000 hours	80%

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4	3001 - 4000 hours	85%
5	4001 - 5000 hours	90%
6	5001 - 6000 hours	95%

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.

The boilermaker apprentice shall receive instruction and experience in all branches of the boilermakers' trade, including the preparation of material for installation. The apprentice shall also perform such other duties in the shop and on-the-job as are commonly related to a Boilermaker apprenticeship.

A. <u>Boilermaker:</u> (Uptown Shops)	<u>Approximate Hours</u>
1. Equipment Operations: Shearing, punching, crimping, rolling, brake, drilling, reaming, chipping, pressing, forming, and caulking.....	500
2. Fabrication (assembly-fitting and bolting up).....	1720
3. Welding, all processes.....	1200
4. Laying out: Tank quarter lines, nozzle, manhole locations, and penetrations (flat, cylindrical, conical and irregular) curved surfaces.....	1800
5. Non-Destructive Testing NDT: air testing, soap testing, diesel testing, dye penetrant.....	80
6. Metal/Weld removal: burning, scarfing, flushing, plasma cutting	220
7. Rigging	400
8. Material procurement and handling; estimates; purchases; bidding	80
TOTAL HOURS:	6000

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To assure adequacy of work experience throughout the entire period of apprenticeship, during the first 3000 hours the apprentice shall work with a journey level mechanic. The next 1000 hours the apprentice will work in the proximity of a mechanic. During the remaining 2000 hours of apprenticeship, the apprentice will be given every opportunity to apply their own ability and initiative, and may have the assistance of a helper but under the supervision of a journey level worker.

B. <u>Boilermaker: (Shipyards)</u>	<u>Approximate Hours</u>
1. Equipment Operations: Shearing, punching, crimping, rolling, brake, drilling, reaming, chipping, pressing, forming, and caulking.....	500
2. Fabrication: Fitting.....	2640
3. Welding, all processes.....	1200
4. Lofting and ship layout, template making.....	500
5. Non-Destructive Testing NDT: air testing, soap testing, diesel testing, dye penetrant.....	80
6. Metal/Weld removal: burning, scarfing, flushing, plasma cutting	220
7. Rigging	800
8. Material procurement and handling; estimates; purchases; bidding	60
TOTAL HOURS:	6000

To assure adequacy of work experience throughout the entire period of apprenticeship, during the first 3000 hours the apprentice shall work with a journey level mechanic. The next 1000 hours the apprentice will work in the proximity of a mechanic. During the remaining 2000 hours of apprenticeship, the apprentice will be given every opportunity to apply their own ability and initiative, and may have the assistance of a helper but under the supervision of a journey level worker.

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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): **provided by vendors, manufacturers and other industry experts as available.**

Sponsor approved online or distance learning courses (specify)

State Community/Technical college: **South Seattle Community, Georgetown Campus.**

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Training Trust**

B. **176** Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

Twelve-month period from date of registration.*

Defined twelve-month school year: **September** through **June.**

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:

1. **One hundred sixty (160) hours of related welding instruction shall be provided for the apprentice by the end of 6000 hours of apprenticeship, if available.**
2. **The apprentice shall not be allowed to do any production welding until the welding course is completed.**
3. **Apprentices who start their apprenticeship in the middle of an RSI quarter will begin RSI classes the following quarter.**
4. **In the event an apprentice has completed all of their required RSI, but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the Committee.**

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 296-05-316 (11).
3. Sponsor Procedures:
 - a. **Failure on the part of the apprentice to show regular attendance at classes, or failing any quarter of the related training classes, will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the entire training program. All missed class time must be made up - excused or unexcused - before the end of that quarter or the next scheduled apprentice pay increase is granted. Furthermore, if more than two (2) (unexcused) school nights are missed in any quarter, the apprentice will be summarily dropped from the program and discharged. Employer and Union agree to carry out the instruction of the Apprenticeship Committee in this respect.**

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On any intended absence from night school classes, the apprentice must immediately notify the coordinator at school by telephone, and also notify the coordinator by mail, stating the date and reason for absence. Failure to do so will mean the absence is unexcused. Such written excuses signed by the apprentice will be examined by the Apprenticeship Committee, at their discretion, to determine if the excuse is satisfactory. Sickness will be considered an acceptable excuse when the apprentice misses time from work. Absences during vacation shall be excused if coordinator and instructor are notified at least two (2) weeks in advance. Overtime work and/or layoffs shall not be considered as an excuse for absence from night school. Unexcused absences shall be adequate reason for the apprentice to be called before the Apprenticeship Committee for disciplinary action.

- b. **Credit Hours:** Maximum credit hours shall be 1000 hours for previous experience and credit hours will be granted only in the first six (6) months of apprenticeship.
- c. In the interest of safety and image of our trade, apprentices must keep themselves reasonably clean, well groomed and appropriately dressed, while attending related training classes, and on the job, consistent with the requirements of the classroom situation or job. Failure to abide by the requirements of the sub-section may be deemed cause by the committee for invoking disciplinary action similar to the unexcused absence penalties outlined in sub-section A.
- d. If the apprentice fails to appear before the apprenticeship committee after due notice, disciplinary action may be invoked without his/her presence.
- e. If an apprentice fails his or her drug and alcohol screen or random drug test the first time, the employer has the right to notify the apprenticeship program of said failure and the coordinator will issue an automatic 30 day suspension from being dispatched to another employer and said individual will have to prove thru testing, which the apprentice must pay for himself, that he or she is drug free and ready for work, before they could be dispatched to another employer. Also, apprentices that fail their second drug test will be terminated from the Boilermakers Local 104 & Puget Sound Employers Apprenticeship Committee. Failure to complete a drug or alcohol test when required and failure to provide an acceptable urine sample will be treated as failing the test.
- f. It shall be the apprentice's responsibility to submit complete and accurate monthly progress report, signed by the apprentice's supervisor, to the Training Coordinator's office by the first (1st) day of the second following month. (Example: May 1st - 31st report is due July 1st). A monthly progress report is due for each month the apprentice is in the program whether or not the apprentice is working. (If work hours total zero, a

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supervisor signature is not applicable). Monthly progress reports received after the first (1st) day of second following month shall be considered late.

If an apprentice fails to submit a complete and accurate monthly progress report three (3) times within a year, or fails to submit two (2) consecutive complete and accurate monthly progress reports, the apprentice will be called before the Committee for possible disciplinary action such as withholding the next wage advancement one month. Repeated or multiple infractions will result in further disciplinary action, or suspension or cancellation of the apprenticeship agreement.

- g. The apprentice shall read the above instructions and be thoroughly familiarized with their content. The apprentice is cautioned that the penalties are automatic and failure to read the regulations will be no excuse.
- h. The Training Coordinator may take disciplinary action. Issues for which an apprentice may be disciplined include, but are not limited to:
 - (1) Poor attendance at work or school.
 - (2) Punctuality problems at work or school.
 - (3) Failure to maintain satisfactory grades.
 - (4) Poor work evaluations.
 - (5) Problems working with safe habits.
 - (6) Attitude issues.
 - (7) Failure to appear in response to notification.
 - (8) Failure to report to the Training Coordinator's office in a timely manner a change of address or phone number.
 - (9) Failure to submit monthly progress reports to the Training Coordinator's office, as described in #6 above.
 - (10) Leaving an employer without cause.
 - (11) Failure to pass a drug or alcohol test.
 - (12) Reporting to work, school, Committee meetings or any Program sponsored project under the influence of drugs or alcohol.
 - (13) Apprentices may also be disciplined for engaging in inappropriate conduct. Examples of such conduct include, but are not limited to dishonesty, fighting, threats, theft, falsification, harassment, willful destruction of property and other misconduct.

Local Apprenticeship Committee Policies

1. Training Agent Rights and Responsibilities:

- a. Training Agents shall advise the Boilermakers Local 104 (with a copy sent to the Training Coordinator) in writing/email of the number of apprentices needed. The referral of apprentices to fill such vacancies

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shall be made by the Apprenticeship Office upon receipt of OJT assignment to the Training Coordinator.

- b. If an apprentice has unsatisfactory reviews, a Training Agent is invited to attend the JATC meeting where the apprentice will be required to attend for discipline.
 - c. A Training Agent may terminate an apprentice after contacting the JATC in writing/email of that apprentice's cause for dismissal.
 - d. A Training Agent who is unable to offer the apprentice a full spectrum of training per the Standards can request assistance from the JATC in meeting the requirements.
2. Training Agent Disciplinary Actions:

The Training Agent agrees to adhere to the Standards of this apprenticeship program, the JATC Policies and all applicable state and federal laws and regulations governing employment, safety, licensing and Apprenticeship and training. Failure to do so will result in disciplinary action. The JATC will review alleged violations.

The employer will be sent a written notification of the allegation and cited to appear before the JATC. If the JATC finds the allegation true, the employer will be given reasonable opportunity (as defined by the JATC) to correct the problem. If the problem is not corrected and the JATC determines the violation is serious enough to warrant immediate disciplinary action or the employer has committed repeated violations, the JATC will take action against the employer. The following is a list of infractions for which the consequence of disciplinary action will ensue:

- a. A Training Agent not rehiring apprentices in the order they are laid off.
- b. A Training Agent terminating an apprentice without first notifying the Apprenticeship Committee in writing/email of that apprentices' cause for dismissal.
- c. A Training Agent failing to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
- d. The Apprenticeship Committee or designee deems the work environment unsafe.
- e. A Training Agent failing to appear before the Apprenticeship Committee after written notice.

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3. **Disciplinary Actions may include but are not limited to:**
 - a. **A written warning**
 - b. **Placement on probationary status**
 - c. **A hold on hiring new apprentices.**
 - d. **A minimum of one-year cancelation of the Training Agent status.**

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.

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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)

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint. 296-05-316(22)
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 296-05-009). 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.

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3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

A. Committee Operations (WAC 296-05-316): (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 (Chapter 296-05 WAC - Part C & D):

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 296-05-400 through 455 (see Part D of chapter 296-05 WAC) 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;

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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>.

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

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3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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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 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 296-05-313)

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**

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- b. Program type administered by the committee: **GROUP JOINT**
- c. The employer representatives shall be:

Ronald Sykes, Chairman
Boilermakers Apprenticeship Program
6770 East Marginal Way S. B122
Seattle, WA 98108

Ron Olson
Boilermakers Apprenticeship Program
6770 East Marginal Way S. B122
Seattle, WA 98108

Ted Moran
Boilermakers Apprenticeship Program
6770 East Marginal Way S. B122
Seattle, WA 98108

Robert Tinker, Alternate
6770 East Marginal Way S. B122
Seattle, WA 98108

- d. The employee representatives shall be:

Rick Dumas, Secretary
6770 East Marginal Way S. B122
Seattle, WA 98108

Sheldon Murray
6770 East Marginal Way S. B122
Seattle, WA 98108

Walt Gary
6770 East Marginal Way S. B122
Seattle, WA 98108

Robert Wenzl, Alternate
6770 East Marginal Way S. B122
Seattle, WA 98108

Mark Eaton, Alternate
6770 East Marginal Way S. B122
Seattle, WA 98108

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:

N/A

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

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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.

Mark Eaton, Coordinator
6770 East Marginal Way, B-122
Seattle, Washington 98108