



APPRENTICESHIP PROGRAM STANDARDS
adopted by

WASHINGTON CEMENT MASONS APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
CEMENT MASON (for those registered prior to April 21, 2011)	47-2051.01	5400 HOURS
CEMENT MASON (for those registered on or after April 21, 2011)	47-2051.01	6400 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:

Provisional Registration

JULY 19, 2018

Standards Last Amended

JANUARY 20 1941

Permanent Registration

By: DAVE D'HONDT
Chair of Council

By: ANNETTE TAYLOR
Secretary of Council

WASHINGTON CEMENT MASONS APPRENTICESHIP COMMITTEE

INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

The following Standards for the development of cement mason apprentices, with supplements pertaining to the necessary work experience of the trade and a progressive

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wage scale will, when approved by and registered with the Registration Agency, govern the training of apprentices in this industry.

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 areas covered by these Standards are:

Area 1: The Counties of Clallam, Columbia, Cowlitz, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, Wahkiakum, and Whatcom.

Area 2: The Counties of Benton, Chelan, Douglas, Franklin, the portion of Okanogan county with a 5-mile radius of Grand Coulee dam, Walla Walla, and Yakima

Area 3: The Counties of Adams, Asotin, Ferry, Garfield, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, and Whitman in the State of Washington. Also these standards will cover Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Pierce, Shoshone, the northern one-half of Idaho County in the State of Idaho, and all counties in the State of Montana.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the States of Idaho and Montana, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho counties of Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Pierce, Shoshone, the northern one-half of Idaho county, and all counties in the State of Montana.

II. MINIMUM QUALIFICATIONS:

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

Age: **Minimum age is 18 years**

Education: **Must be a high school graduate or equivalent.**

Physical: **Must be physically capable of performing all phases of the trade.**

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Spokane, WA 99202

(509) 326-0575

Applications should be returned by mail, email or fax to:

Cement Masons and Plasterers Training Centers of Washington

PO Box 81044

Seattle, WA 98108

Fax: (206) 762-0896

Email: concretetraining@msn.com

In order for an application to be considered complete, the applicant must submit the following documentation in addition to the application:

- Copy of Driver's License
- Documentation that demonstrates completion of high school or equivalent (e.g. high school diploma, transcript or G.E.D. certificate)
- Copy of Social Security Card or other proof of I-9 employment status

Returned applications shall be placed on a list in order of their receipt.

2. The JATC recognizes three distinct areas within the state for separate ranked eligibility lists. Indication on the application will determine which eligibility list an applicant is placed on.

Area 1: Western Washington

Area 2: Central Washington

Area 3: Eastern Washington/Northern Idaho/Montana

3. The Apprenticeship Committee shall determine the schedule for physical assessment dates based on demand for apprentices in their geographical area consistent with ensuring continuous employment. The Apprenticeship Committee will notify applicants of the date and time of their physical assessment. Notification will be mailed 30 days in advance. Those who apply after the mailing will be notified of the following scheduled physical assessment.
4. The day of the physical assessment, each applicant will be assigned their number off the applicant log. Their names will not be used during their assessment. For affirmative action purposes, additional points may be awarded. The top scorers will be used to fill the number of positions pre-determined by the Apprenticeship Committee. Those not selected will be notified 30 days in advance of the next assessment and selection date.
5. The Coordinator will have the discretion to advance applicants on the eligibility list in order to meet EEO requirements.

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6. Those who fail to appear for assessment will be removed from the eligibility list unless they contact the Apprenticeship Office and request to be retained on the list of applicants for the next assessment event.
7. Selected applicants shall attend an 80 hour job readiness class. The class is Pass/Fail. A passing grade is required to become an apprentice. The guidelines are attendance, tardiness and participation. A drug test will be administered and must be passed to stay in the class. Although Marijuana is legal in the state of Washington, the presence of THC in drug screen results will be considered a positive finding for the purposes of acceptance into the apprenticeship. During this time, applicants with previous experience will be granted credit, as determined by the Coordinator and staff.
8. Applicants who successfully complete the job readiness class will be registered with the Apprenticeship Section of Washington State Labor & Industries.
9. **EXCEPTIONS: (Direct Entry)**

Applicants selected by one of the following methods must submit completed application form, meet minimum qualifications, and comply with ESL requirements of the program (see Section IX.C.). All applicants must also complete a drug screen with negative findings (condition of employment). Although Marijuana is legal in the state of Washington, the presence of THC in drug screen results will be considered a positive finding for the purposes of acceptance into the apprenticeship.

In all cases, the amount of credit given for previous work experience shall be determined by the Apprenticeship Committee after a careful review of the merits of each case.

- a. Applicants who have completed one of the following programs may receive direct entry provided the applicant provides reliable documentation to substantiate successful completion of the program:
 - (1) Operative Plasterers and Cement Masons International Association (OPCMIA) sponsored Job Corps program.
 - (2) Youthbuild
 - (3) Apprenticeship and Nontraditional Employment of Women (ANEW) pre-apprenticeship and trades rotation program.
 - (4) Washington Building Trade's Pre-Apprenticeship Construction Education (PACE).
 - (5) Washington Corrections Center for Women's Trades Related Apprenticeship Coaching (TRAC).
 - (6) Seattle Vocational Institute's Pre-Apprenticeship Construction Training (SVI-PACT).
 - (7) Spokane Training Partners (STP).

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- b. Employees of participating employers who are promoted from another classification covered by the collective bargaining agreement to apprentice may receive direct entry status provided they Be employed by an approved training agent to these standards.**

All minimum qualifications will be waived except the following:

- (1) Minimum age of 18 years**
- (2) Must be physically capable of performing all phases of the trade.**
- (3) Must provide proof such as social security card to demonstrate eligible working status in U.S.**

- c. Military veterans may be granted direct entry, provided they:
Provide a copy of their DD-214, military discharge papers.**

- d. Previously cancelled Apprentices may request direct entry into the program at their previous level. However, those terminated for cause must appear before the Apprenticeship Committee and provide satisfactory documentation that the conditions leading to their cancellation have been corrected. An Apprentice reentering the program will be evaluated by the Apprenticeship Committee and registered at the appropriate level based upon his/her knowledge, skills, and ability.**

All minimum qualifications will be waived except the following:

- (1) Minimum age of 18 years.**
- (2) Must be physically capable of performing all phases of the trade.**
- (3) Must provide proof such as social security card to demonstrate eligible working status in the U.S.**

- e. (Direct Entry) Registered Native Americans who have secured employment under a TERO project may receive direct entry into the apprenticeship, provided the employer is an Approved Training Agent to these Standards. Advanced placement credit will be given to those who complete the OPCMIA 12 week training program for Native Americans.**

- f. An individual registered as an apprentice with a state apprenticeship council or US Department of Labor Office of Apprenticeship approved program in an occupation covered by the OPCMIA may receive direct entry (transfer) into the apprenticeship program. All minimum qualifications will be waived except for the following:**

- (1) Minimum age of 18 years.**
- (2) Must be physically capable of performing all phases of the trade.**
- (3) Must provide proof such as social security card to demonstrate eligible working status in the U.S.**

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- g. Provided they have not previously been cancelled by the Washington Cement Masons Apprenticeship, an individual who is currently a member in another classification of an OPCMIA Local affiliated with the program, and who has not previously completed the apprenticeship, may be granted direct entry into the program at the apprenticeship level recommended by the Apprenticeship Committee based on previous work experience.**

All minimum qualifications will be waived except the following:

- (1) Minimum age of 18 years.**
 - (2) Must be physically capable of performing all phases of the trade.**
 - (3) Must provide proof such as social security card to demonstrate eligible working status in the U.S.**
- h. Applicants who have completed and passed a minimum of 2 weeks of structured Cement Masons JATC Pre-Apprenticeship Training may receive direct entry in the apprenticeship provided:**
 - (1) The applicant has passed a minimum qualification screening.**
 - (2) The applicant completes and passes the Cement Masons JATC Pre-Apprenticeship Training Class with a minimum score of 80%.**

10. EXEMPTIONS

An employee of a non-signatory employer in the cement mason industry not qualifying as journey level who makes application as the result of organizing efforts, whether or not the employer becomes signatory, shall be evaluated by the Apprenticeship Committee, and registered at the appropriate period of apprenticeship based on previous work experience and related training. All minimum qualifications will be waived except for the following:

- (1) Minimum age of 18 years.**
- (2) Must be physically capable of performing all phases of the trade.**
- (3) Must provide proof such as social security card to demonstrate eligible working status in the U.S.**

B. Equal Employment Opportunity Plan:

- 1. Participation in workshops, if available designed to familiarize all employment service agencies, school districts, and community based organizations with the apprenticeship system and current apprenticeship opportunities.**
- 2. Disseminate information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities,**

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sources of apprenticeship applications, and the equal opportunity policy of the sponsor.

3. **Increase awareness of sponsor's equal opportunity policy within the sponsor's organization.**
4. **Use minority and women (minority and non-minority) journey level workers and apprentices to promote the affirmative action program.**
5. **Grant credit for previous trade experience or trade-related courses 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 blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-315].

Areas 1 and 2:

The term of apprenticeship shall be 5400 hours of reasonably continuous employment, and not less than three (3) years for those registered prior to April 21, 2011.

The term of apprenticeship shall be 6400 hours of reasonably continuous employment, and not less than four (4) years for those registered on or after April 21, 2011.

Area 3:

The term of apprenticeship shall be 6400 hours of reasonably continuous employment, and not less than four (4) years for those registered on or after October 17, 2013.

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

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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.
 1. **All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first 1080 hours of the term of apprenticeship.**
 2. **During this period, annulment of the apprenticeship agreement may be requested by the Apprenticeship Committee upon request of either party to the agreement.**

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 296-05-316(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:

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Approved training agents of these standards shall employ a minimum of one (1) apprentice for every four (4) journey level workers employed on the job site.

The minimum ratio of Journey-level workers to apprentices shall be 1 to 1.

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

All Area 1. There must be a minimum of 6 months time elapsed and 900 hours of OJT between promotions.

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 0900 hours/0 - 6 months	60%
2	0901 - 1800 hours/7 - 12 months	65%
3	1801 - 2700 hours/13 - 18 months	70%
4	2701 - 3600 hours/19 - 24 months	80%
5	3601 - 4500 hours/25 - 30 months	90%
6	4501 - 5400 hours/31 - 36 months	95%
7	5401 - 6400 hours/37 - 48 months	95%

All Area 2 and 3. There must be a minimum of 12 months time elapsed and 1600 hours of OJT between promotions.

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Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 1600 hours/0-12 months	60%
2	1601 - 3200 hours/13-24 months	70%
3	3201 - 4800 hours/25-36 months	80%
4	4801 - 6400 hours/37-48 months	90%

All Areas:

All classifications for premium wages shall be paid at 100% to those apprentices working in any one of those premium wage classifications.

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. Cement Mason Approximate Hours/Competency Level
(Area 1 registered prior to April 21, 2011)**

1. Paving

- a. Ribbons and screeds760
- b. Rodding.....100
- c. Finishing.....800
 - (1) Floating
 - (2) Edging
 - (3) Brushing
 - (4) Troweling (fresno or long handle)
 - (5) Joints and jointing
 - (6) Water and chemical curing
- d. Curb and gutter.....400
 - (1) Setting and lining forms
 - (2) Edging and brushing
- e. Paving float operation.....20
- f. Pervious concrete40
 - (1) Strike off, manual or mechanical
 - (2) Finish and compaction
 - (3) Curing

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2. Building

a. Ribbons - screeds.....240

- (1) Sidewalk**
- (2) Floors**
- (3) Concrete bases, precast, footings and concrete bases for wind, solar, geothermal and any other alternative energy sources.**

b. Rodding.....100

c. Finishing.....700

- (1) Floating**
- (2) Darbying**
- (3) Troweling**
- (4) Edging**
- (5) Top application of color stone, dry shake and stain etc.**
- (6) Water and chemical curing, and application of densifying materials and chemical solutions.**

3. Machine operation cement masons jurisdiction

a. Machine operation400

- (1) Troweling machines**
- (2) Rodding machines**
- (3) Grinders (smoothing and polishing concrete)**
- (4) Saws (se up, control joints, decorative and preparation for repair)**
- (5) Preparatory equipment (scabblers, scarifiers, chipping and brushing, shot and sand blasters, needle and other preparatory equipment)**
- (6) Sanders (repair materials)**

b. Base and steps.....240

- (1) Setting grounds and risers**
- (2) Stripping steps**
- (3) Facing - coving**
- (4) Tread setting**

c. Sacking and patching.....360
Waterproofing, injection (epoxy and urethane), fiberwrap

d. Drypacking360

- (1) Tie rods - rock pockets**
- (2) Window frames, etc.**

e. Magnesite, mastic, plastic, epoxy, cementitious, synthetic, toppings, overlayment and underlayment780

- (1) Wiring, settting screeds, joints, strips**
- (2) Darbying**
- (3) Cutting, filling, rodding, screeding by hand or walk behind equipment, traditionally done by Cement Masons, and**

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compacting (Troweling Machine – as pertains to polishable overlays)

- (4) Ragging
- (5) Priming
- (6) Troweling, squeegeing, and gauge rakes
- (7) Cove and step work
- (8) Wainscoting
- (9) Sealers
- (10) Broadcast/Distribution of manufactured and natural aggregates by hand or walk behind equipment, traditionally done by Cement Masons
- (11) Smoothing and polishing

f. Gunite, Shotcrete, and slip form wall.....100

- (1) Nozzle work
- (2) Finishing

TOTAL HOURS: 5400

**B. Cement Mason Approximate Hours/Competency Level
(Areas 1 registered on or after April 21, 2011, and Areas 2 and 3.**

1. Paving

- a. Ribbons and screeds800
- b. Rodding.....140
- c. Finishing.....800
 - (1) Floating
 - (2) Edging
 - (3) Brushing
 - (4) Troweling (fresno or long handle)
 - (5) Joints and jointing
 - (6) Water and chemical curing
- d. Curb and gutter.....450
 - (1) Setting and lining forms
 - (2) Edging and brushing
- e. Paving float operation.....20
- f. Pervious concrete80
 - (1) Strike off, manual or mechanical
 - (2) Finish and compaction
 - (3) Curing

2. Building

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- a. Ribbons - screeds.....290
 - (1) Sidewalk
 - (2) Floors
 - (3) Concrete bases, precast, footings and concrete bases for wind, solar, geothermal and any other alternative energy sources.
- b. Rodding.....200
- c. Finishing.....900
 - (1) Floating
 - (2) Darbying
 - (3) Troweling
 - (4) Edging
 - (5) Top application of color stone, dry shake and stain etc.
 - (6) Water and chemical curing, and application of densifying materials and chemical solutions.

3. Machine operation cement masons jurisdiction

- a. Machine operation600
 - (1) Troweling machines
 - (2) Rodding machines
 - (3) Grinders (smoothing and polishing concrete)
 - (4) Saws (se up, control joints, decorative and preparation for repair)
 - (5) Preparatory equipment (scabblers, scarifiers, chipping and brushing, shot and sand blasters, needle and other preparatory equipment)
 - (6) Sanders (repair materials)
- b. Base and steps.....240
 - (1) Setting grounds and risers
 - (2) Stripping steps
 - (3) Facing - coving
 - (4) Tread setting
- c. Sacking and patching.....460
 - Waterproofing, injection (epoxy and urethane), fiberwrap
- d. Drypacking360
 - (1) Tie rods - rock pockets
 - (2) Window frames, etc.
- e. Magnesite, mastic, plastic, epoxy, cementitious, synthetic, toppings, overlayment and underlaying960
 - (1) Wiring, setting screeds, joints, strips
 - (2) Darbying
 - (3) Cutting, filling, rodding, screeding by hand or walk behind equipment, traditionally done by Cement Masons, and

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- compacting (Troweling Machine – as pertains to polishable overlayments)
- (4) Ragging
- (5) Priming
- (6) Troweling, squeegeing and gauge rakes
- (7) Cove and step work
- (8) Wainscoting
- (9) Sealers
- (10) Broadcast/Distribution of manufactured and natural aggregates by hand or walk behind equipment, traditionally done by Cement Masons
- (11) Smoothing and polishing
- f. Gunite, Shotcrete, and slip form wall.....100
 - (1) Nozzle work
 - (2) Finishing

TOTAL HOURS: 6400

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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
Area 1 - South Seattle Community College, Georgetown Branch.
Area 2 and 3 - Spokane Community College

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **160** 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.

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

C. Additional Information:

1. **Failure on the part of the apprentice to show regular attendance at classes will be deemed sufficient cause for the Apprenticeship Committee or the Eastern WA/Northern ID Cement Masons Subcommittee to drop the apprentice from the entire system.**
2. **The Apprenticeship Committee will have the final say in selection of instructors for related classes.**
3. **Registered apprentices who have difficulty with English must take the Secondary Level English Proficiency (SLEP) test. Those who score less than 50 on the SLEP test must enroll in and regularly attend an ESL class. This requirement is in addition to regular classes.**
4. **In the event that an apprentice has completed all 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.**

(RSI Variance Approved 01/15/2015)

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).

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3. Sponsor Procedures:

- A. Attendance for related/supplemental instruction is mandatory.**
 - 1. The apprentice must notify the Coordinator about all absences.**
 - 2. Sickness can be considered an acceptable excuse if a note from the doctor is provided, or the apprentice has also missed work.**
 - 3. Work is not an excuse for missing class.**
 - 4. All absences must be made up. An excused absence will not be used for citing to the Apprenticeship Committee or Subcommittee.**
- B. Monthly work progress reports must be turned in to the Coordinator by the 15th day of the following month.**
- C. Each apprentice must satisfactorily complete the written and hands-on testing described in their related/supplementary instructions before the apprentice is allowed to progress by percentage in the Apprenticeship program.**
- D. On-the-job training is mandatory. An apprentice is expected to be diligent in the pursuit of work.**
- E. Apprentices must be available for employment with approved Training Agents and accrue hours of On the Job training to progress through the term of apprenticeship.**

The Washington Cement Masons Apprenticeship Committee delegates all administrative and disciplinary responsibilities for apprentices working in Areas 2 and 3 to the Eastern WA/Northern ID Cement Masons Subcommittee. The cancellation procedure policy of the subcommittee is subject to the approval of the "main" committee.

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)

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supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.

- c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
- a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:

Apprentices must abide by the standards of apprenticeship and comply with the following requirements. Failure to do so will result in disciplinary action taken by the Apprenticeship Committee, Eastern WA/Northern ID Cement Masons Subcommittee (hereafter known as Subcommittee) or designee. Decisions resulting in discipline up to and including cancellation are open to appeal by apprentices who have completed their initial probationary period, directly to the Apprenticeship Committee.

1. **Conduct during RSI training and on-the-job training:**
 - a. **Fighting or harassment during RSI training and during on-the-job training will not be tolerated. Failure to comply will result in disciplinary action.**
 - b. **Failure to follow directions and/or safety procedures during RSI training and on-the-job training will result in disciplinary action.**

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- c. **All absences will be used to dock the apprentice two weeks toward their next raise, until the class is made up.**
 - d. **Late arrivals and early departures will be docked a minimum of two hours. When the total becomes eight hours, one unexcused absence will be recorded.**
 - e. **Four unexcused absences during the year will automatically have the apprentice called to appear before the Apprenticeship Committee or Subcommittee for disciplinary action.**
2. **Monthly work progress reports must be correctly completed, or they will be returned to the apprentice for completion. No credit will be given until they are current.**
 - a. **If the apprentice is not current in filing the reports with the Coordinator, she/he will not be awarded a rerate, if one is due.**
 - b. **If an apprentice fails to turn in six (6) consecutive months of work progress reports, she/he can be removed from the job until work progress reports are up to date.**
3. **Complaints by employers or three low scores on performance cards from foremen will prompt a review by the Apprenticeship Committee or Subcommittee.**
4. **The apprentice may be cited for:**
 - a. **Refusing work.**
 - b. **Failing to show up to an appointed job.**
 - c. **Not putting his/her name on the Out of Work list for an extended period, without communication with the Coordinator for the reason.**
 - d. **Quitting an employer without cause or communication with the Coordinator.**
 - e. **Theft on the job site or at school**
 - f. **Use of illegal drugs or alcohol on the job site or at school.**
 - g. **Working for a non-signatory contractor, unless the contractor has signed an agreement with the Apprenticeship Committee.**

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- 5. Failure to do so will result in citation to appear before the Apprenticeship Committee or Subcommittee for disciplinary action, suspension or cancellation of their agreement. Apprentices who have not completed the initial probationary period may be disciplined or cancelled by the Apprenticeship Committee or Subcommittee without citation per Section V.(1) and (2).**

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;

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

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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
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

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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.
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

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

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c. The employer representatives shall be:

Doug Peterson, Secretary
1200 Westlake N. #310
Seattle, WA 98109-3528

Don Kowalchuk
221 Yale Avenue North, Suite 400
Seattle, WA 98109

John Salinas
7804 40th Ave W.
Mukilteo, WA 98275

d. The employee representatives shall be:

Eric Coffelt, Chairman
6362 6th Avenue South
Seattle, WA 98108

James B. Geren
3921 E. Main Ave.
Spokane, WA 99202

Frank Benish
Post Office Box 103
Nine Mile Falls, WA 98026

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 disciplinary actions must be structured according to the same requirements for main committees.

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Eastern WA/Northern ID Cement Masons Subcommittee

Quorum: The Eastern WA/Northern ID Cement Masons Subcommittee will operate with a quorum of not less than 50%+1.

The Eastern WA/Northern ID Cement Masons Subcommittee will be composed of at least four members equally representing employers and employees.

The employer representatives shall be:

**Bryan Simonson, Secretary
PO Box 6463
Spokane, WA 99217**

**Paul Boysen
627 N Napa
Spokane, WA 99202**

The employee representatives shall be:

**James B. Geren, Chairman
3921 E. Main Ave
Spokane, WA 99202**

**William C. Smith
4000 W. Clearwater Suite D
Kennewick, WA 99336**

**Roger Betterman, Alternate
301 9th Avenue
Kirkland, WA 98033**

**Frank Benish, Alternate
PO Box 103
Nine Mile Falls, WA 98026**

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.

**Joseph Hannan, Coordinator
PO Box 81044
Seattle, WA 98108**