



APPRENTICESHIP PROGRAM STANDARDS
adopted by

WESTERN WASHINGTON MASONRY TRADES APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
BRICK & BLOCK FINISHER	47-2021.00	3750 HOURS
BRICKLAYER	47-2021.00	6000 HOURS
MARBLE SETTER	47-2022.00	6000 HOURS
POINTER, CLEANER AND CAULKER	47-2061.00	6000 HOURS
TERRAZZO WORKER	47-2053.00	7000 HOURS
TILE, TERRAZZO AND MARBLE FINISHER	47-3011.00	4500 HOURS
TILE SETTER	47-2044.00	7000 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

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Permanent Registration

By: DAVE D'HONDT
Chair of Council

By: ANNETTE TAYLOR
Secretary of Council

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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 Western Washington Masonry Trades Apprenticeship Standards with supplements pertaining to the necessary work experience of the trade and a progressive wage scale, will,

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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 the Bricklayers & Allied Craftsmen International Union of America (I.U. of B.A.C.), Local Union No. 1 of Washington, and employers participating in this apprenticeship program assisted by the Washington State Apprenticeship and Training Council, Department of Labor and Industries.

These Standards have been developed to assure a bricklayers and allied craftworkers apprenticeship program and are designed to include all manipulative work processes and related instruction needed or essential to the training of apprentices for all work normally performed in the masonry industry.

These Standards are considered as the basic requirement for journey level qualifications and shall become the minimum requirements of any organization of employers and journey person in connection with the training of bricklayers and allied craftworkers.

It is of paramount importance that all aspects of the trade, including safety practices and accident prevention, become a part of all training for those now in the trade and those who are entering.

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 as follows: All of Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, and Whatcom Counties in the State of Washington. Operating headquarters: Seattle, Washington.

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 have a G.E.D. equivalent.**

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Physical: **Must be able to perform the rigorous manual labor required by trade and have the ability to work safely at high elevations.**

Testing: **NONE**

- Other:
- 1. Valid driver's license**
 - 2. Social security card or other proof of I-9 (employment) status.**
 - 3. All documentation for minimum qualifications must be provided at the time of application. This includes high school diploma, G.E.D. certificate or official transcripts from secondary or post secondary schooling, copy of driver's license, social security card or other proof of I-9 (employment) status.**
 - 4. Exceptions may be made by the JATC to the above qualifications if admission as an apprentice will benefit the applicant and the industry. The amount of credit given for previous work experience shall be determined by the JATC or their representative after a careful review of the merits of each case.**

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. All Occupations:

- a. Applications will be available to anyone who is interested regardless of any other consideration. All persons desiring to serve an apprenticeship will complete a standard application form to be filled out at the Training Center. This application must be filled out by the applicant in his/her own handwriting without the assistance of any other individual.**
- b. Information on apprenticeship openings, the application process, and applications will be available at the offices of the Western Washington Masonry Trades Apprenticeship Training Center located at 6737 Corson**

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Avenue South, Building "D", Seattle, WA 98108, between 7:00 AM and 2:00 PM on Monday through Friday. Applications will be accepted throughout the year as individuals express interest.

- c. All application blanks will be serial numbered so that they can be accounted for. There will be a book set up in which each line carries a number corresponding to the serial number of an application. Applicants must demonstrate ability in Basic Shop Math (read tape measure, compute fractions, etc.) and achieve a minimum score of 30 correct answers out of a possible 42. Passing score will be added to the final interview score. Columns will be provided to show progress by dates and final disposition of each application.**
- d. All applicants who meet the minimum qualifications and are not qualified as "Direct Entry" shall receive notification to attend the interview process and Orientation Seminar. Those not appearing for the interview at the scheduled time will be cause for their application to be voided and they need to re-apply. Applications received after a notice for interview is sent will be included in the processing for the next set of interviews.**
- e. After careful review of the applicant's education, work experience and information provided during the interview process and the Orientation Seminar, all qualified applicants for apprenticeship meeting the minimum score of 150 shall be placed in ranked order on the Eligibility List for apprenticeship. If an applicant meets requirements, the Eligibility List is depleted and there are no other eligible applicants on file, then the applicant will be eligible for work immediately if an opening is available.**
- f. Ranked eligible applicants shall notify the Apprenticeship Office not less than every thirty (30) days to reaffirm their availability. Failure to do so shall result in removal from the ranked eligible applicant list. Must re-apply.**
- g. Applicants still on the Eligibility List when additional applicants are interviewed will be placed in the new eligibility pool according to their initial score and apprentice opportunities will continue to be offered as openings become available.**
- h. In addition to the above listed procedures, each trade/occupation will complete the selection process set forth below as stated.**

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2. Bricklayer

- a. As apprenticeship openings become available, applicants will be selected from the eligibility list, in descending order of ranking, they must pass a drug test, and will then complete an eight-week pre-apprenticeship class.**
- b. After successfully completing the eight-week pre-apprenticeship class, the applicant shall be offered an apprenticeship. If the applicant accepts the apprenticeship, they shall be registered with the Department of Labor and Industries, Apprenticeship Section, as a starting apprentice.**
- c. In the event that new apprentices are needed to supply industry demand, applicants may be selected in advance of completion of the eight-week pre-apprenticeship class. It is possible that applicants with prior industry experience may be selected ahead of those without such experience and in other than ranked order, due to the provision of safety training during the class and necessity to provide this training to those without prior experience in the construction industry or specifically the masonry trades.**

3. Brick and Block Finisher:

- a. As apprenticeship openings become available, applicants will be selected from the eligibility list, in descending order of ranking, they must pass a drug test, and will then complete a two-week pre-apprenticeship class.**
- b. After successfully completing the two-week pre-apprenticeship class, the applicant shall be offered an apprenticeship. If the applicant accepts the apprenticeship, they shall be registered with the Department of Labor and Industries, Apprenticeship Section, as a starting apprentice.**
- c. In the event that new apprentices are needed to supply industry demand, applicants may be selected in advance of completion of the two-week pre-apprenticeship class. It is possible that applicants with prior industry experience may be selected ahead of those without such experience and in other than ranked order, due to the provision of safety training during the class and necessity to provide this training to those without prior experience in the construction industry or specifically the masonry trades.**

4. Terrazzo Worker and Marble Setter and "Pointer, Cleaner, and Caulker":

As apprenticeship openings become available, applicants will be selected from the eligibility list in descending order of ranking, they must pass a drug test, and offered an apprenticeship. If the applicant accepts the apprenticeship,

they shall be registered with the Department of Labor and Industries Apprenticeship Section as a starting apprentice

5. Tile, Terrazzo and Marble Finisher

- a. As apprenticeship openings become available, applicants will be selected from the eligibility list, in descending order of ranking, they must pass a drug test, and will then complete a four-week pre-apprenticeship class.
- b. After successfully completing the four-week pre-apprenticeship class, the applicant shall be offered an apprenticeship. If the applicant accepts the apprenticeship, they shall be registered with the Department of Labor and Industries, Apprenticeship Section as a starting apprentice.
- c. In the event that new apprentices are needed to supply industry demand, applicants may be selected in advance of completion of the four-week pre-apprenticeship class. It is possible that applicants with prior industry experience may be selected ahead of those without such experience and in other than ranked order, due to the provision of safety training during the class and necessity to provide this training to those without prior experience in the construction industry or specifically the masonry trades.

6. Tile Setter:

- a. Must have 1500 hours of previous applicable verifiable experience in the tile trades, or must begin as a "Tile, Terrazzo and Marble Finisher" and successfully accumulate 1500 hours of on-the-job training (OJT) or a combination of OJT and credit given for advanced standing.
- b. As apprenticeship openings become available, applicants will be selected from the eligibility list, in descending order of ranking, they must pass a drug test, and shall be offered an-apprenticeship.
- c. If the applicant accepts the apprenticeship, they shall be registered with the Department of Labor and Industries, Apprenticeship Section at the appropriate wage step of apprenticeship based on education and work experience.

7. EXEMPTIONS:

- a. An employee of a non-signatory employer, 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 JATC or their representative and registered at the appropriate period of apprenticeship based on education, previous work experience and related training.

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- b. If an individual who signs an authorization card during an organizing effort, wherein over fifty (50%) percent of the employees have signed, whether or not the employer becomes signatory, the individual not qualifying at journey level shall be evaluated by the JATC, or their representative, and registered at the appropriate period of apprenticeship based on education, previous work experience and related training.**

8. EXCEPTIONS:

- a. (Direct Entry): Individuals who become I.U. of B.A.C., Local 1 members as stated in section 7a & b above. All minimum requirements will be waived except the following:
 - (1) Minimum age of 18 years**
 - (2) Must have a valid driver's license**
 - (3) Must pass drug test.****
- b. (Direct Entry) Persons completing a Job Corps program under the I.U. of B.A.C.. Must meet all minimum requirements and pass drug test.**
- c. (Direct Entry) Those individuals who have completed JATC approved pre-apprenticeship programs. Must meet all minimum requirements and pass drug test.**
- d. (Direct Entry) Military Veterans that provide a DD-214 with a honorable discharge. All minimum requirements may be waived except for the following:
 - (1) Minimum age of 18 years**
 - (2) Must have a valid driver's license**
 - (3) Must pass drug test.****
- e. Applicants relocating from other states that are in an approved Bricklayers and Allied Crafts apprenticeship program. All minimum requirements may be waived except for the following:
 - (1) Minimum age of 18 years**
 - (2) Must have a valid driver's license**
 - (3) Must pass drug test.****

B. Equal Employment Opportunity Plan:

Engage in such actions that will ensure that recruitment selection, employment and training of apprentices shall be without discrimination because of race, color, religion national origin, or sex.

- 1. Participate in workshops, designed to familiarize potential applicants with the Western Washington Masonry Apprenticeship Program and current job opportunities.**

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2. **Engage in OUTREACH or other such programs, designed to recruit, pre-qualify and place minorities and women (minority and non-minority) in apprenticeship, such as ANEW, NOW or other non-traditional employment programs.**
3. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**
4. **Use of minority and female apprentices and journey-level workers, as available, in recruitment and retention efforts and in educational, mentoring or other activities designed to increase awareness of the sponsor's program and encourage application to and retention throughout the program for all interested parties.**
5. **Sponsor may select from the eligibility pools in other than order of ranking to increase female and minority participation and to approach EEO goals.**

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].

- A. **The term of apprenticeship for Terrazzo Worker and Tile Setter shall be four (4) years and not less than 7000 hours of employment.**
- B. **The term of apprenticeship for "Pointer, Cleaner, and Caulker"; Bricklayer; and Marble Setter shall be four (4) years and not less than 6000 hours of employment.**
- C. **The term of apprenticeship for "Tile, Terrazzo and Marble Finisher" shall be two (2) and one-half years and not less than 4500 hours of employment.**
- D. **The term of apprenticeship for "Brick and Block Finisher": shall be two (2) and one half years and not less than 3750 hours of employment.**

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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 20% of employment as an apprentice. The probationary periods shall be as follows:

A. Terrazzo Worker and Tile Setter	1400 hours
B. Bricklayer; Pointer, Cleaner, and Caulker; and Marble Setter	1200 hours
C. Tile, Terrazzo, and Marble Finisher	900 hours
D. Brick and Block Finisher	750 hours

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 minimum ratio shall be one (1) apprentice to three (3) journey level workers for Bricklayer; Pointer, Cleaner, and Caulker; and Marble Setter. The minimum ratio shall be one (1) apprentice to five (5) journey level workers for Tile Setter; Terrazzo Worker, Brick and Block Finisher; and Tile, Terrazzo, and Marble Finisher. In no case shall these ratios exceed one (1) apprentice to one (1) journey level worker employed on the job site.

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

1. Bricklayer; Pointer, Cleaner, and Caulker; and Marble Setter

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0750 hours	55%
2	0751 - 1500 hours	60%

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3	1501 - 2250 hours	65%
4	2251 - 3000 hours	70%
5	3001 - 3750 hours	75%
6	3751 - 5000 hours	80%
7	5001 - 6000 hours	90%

2. Tile Setter and Terrazzo Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	65%
3	2001 - 3250 hours	70%
4	3251 - 4500 hours	75%
5	4501 - 5500 hours	80%
6	5501 - 6250 hours	90%
7	6251 - 7000 hours	95%

3. Tile, Terrazzo and Marble Finisher:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	65%
3	2001 - 3250 hours	70%
4	3251 - 4500 hours	75%

4. Brick and Block Finisher:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0750 hours	50%
2	0751 - 1500 hours	55%
3	1501 - 3000 hours	60%
4	3001 - 3750 hours	70%

The JATC has final approval regarding the wage progression as detailed in Section X. B.4. WAGE INCREASES. Upon approval, apprentices will be advanced to the next percentage rate one the above hours and months are met.

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. Brick and Block Finisher: Approximate Hours

During his/her Apprenticeship, the finisher apprentice shall receive such instruction and experience in all branches of the trade, as are necessary to assist the Journey Level Bricklayer, in the performance of his/her duties. He/she shall also perform such duties on the job that are commonly related to the finisher apprentice.

- 1. Proper use of tools and equipment450
- 2. Proper knowledge of materials450
- 3. Proper method of joining and finishing650
- 4. Proper method of cleaning walls and floors300
- 5. Mixing mud, by hand and with mixer400
- 6. Proper knowledge of grout pumps and their uses500
- 7. Proper method of grouting masonry walls500
- 8. Proper knowledge of reinforcing steel250
- 9. Proper knowledge of steel placement250

TOTAL HOURS: 3750

B. Bricklayer: Approximate Hours

During apprenticeship, the apprentice shall receive such instruction in all branches of masonry, including the preparation of material for installation as is necessary to develop a practical and skilled mechanic, versed in the theory and practice of masonry. The

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apprentice shall also perform such other duties on the job as are commonly related to a masonry apprenticeship.

Following is a list of the work process objectives for a masonry apprentice:

1. Proper use of tools and equipment	400
2. Structure of mortars and bonding materials.....	400
3. Spreading and opening of all mortar beds	600
4. Knowledge of all burnt clay products	300
5. Knowledge of all masonry substitutes.....	450
6. Coverage of the entire field of brick bonds	400
7. Coverage of the entire field of masonry walls and appurtenances thereto	550
8. Pointing, cleaning, and waterproofing of masonry.....	550
9. Knowledge of all heat resisting masonry	350
10. Knowledge of modern fireproofing	400
11. Knowledge of pre-cast Cutting, setting, anchoring, cleaning, pointing	450
12. Knowledge of stone: cutting, setting, pointing	550
13. Staging and safety laws.....	300
14. Industrial hygiene	300
TOTAL HOURS:	6000

C. **Marble Setter:** **Approximate Hours**

Following is a list of the work process objectives for a Marble Setter apprentice:

1. Proper use of tools and equipment	300
2. Structure of mortars and bonding materials.....	300
3. Painting, cleaning and waterproofing of masonry	500
4. Knowledge of terra cotta cutting, setting, anchoring, cleaning, painting	600
5. Knowledge of stone cutting, setting, painting.....	600
6. Staging and safety laws.....	400
7. Industrial hygiene	200
8. Knowledge of all masonry substitutes.....	600
9. Knowledge of stone cleaning and painting marble and stone.....	400
10. Related technical subjects	500
11. Proper anchoring of block and tackle for hoisting	300
12. Shoot water levels.....	300
13. Floor work	<u>1000</u>
TOTAL HOURS:	6000

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NOTE: Preparation of sub-floor, fastening down of reinforcing for wood and concrete sub-floors. Preparation of concrete. Proper aggregates and consistency, laying concrete, installation of floor, layout important. Beating down of floor tile to predetermined level (use beating blocks). Removal of glued-on paper (where ceramics are used). Straightening of joints where it is found to be necessary. Application of rubbing sanding by the use of beating blocks. Washing off of surplus rubbing sand, may need more straightening, grouting of floor with plain Medusa cement, removal of cement scum from place of work.

D. Pointer, Cleaner, and Caulker: Approximate Hours

During their apprenticeship, the apprentice shall receive such instruction relating to tuck pointing, cleaning and caulking of masonry, glass, stone, concrete and metal, including the preparation and use of mortars, bonding materials, caulking materials, burnt clay products, masonry substitutes, stone and terra cotta. The proper use of tools, equipment, and the general trade practices relating to Pointers, Cleaners, and Caulkers.

Following is a list of the work process objectives for Pointer, Cleaner, and Caulker apprentices:

1. Proper use of tools and equipment	300
2. Structure of mortars and bonding materials.....	300
3. Knowledge of all burnt clay products	400
4. Knowledge of all masonry substitutes.....	600
5. Coverage of the entire field of masonry walls and appurtenances thereto	700
6. Pointing, cleaning, caulking and waterproofing masonry	1100
7. Knowledge of modern fireproofing	300
8. Knowledge of all heat resisting masonry	500
9. Knowledge of terra cotta cleaning and pointing	200
10. Knowledge of stone cleaning and pointing	300
11. Staging and safety laws.....	400
12. Knowledge of caulking materials and related products.....	500
13. Knowledge of entire field of brick bonds.....	<u>400</u>

TOTAL HOURS: 6000

E. Terrazzo Worker: Approximate Hours

Apprentices may be transferred by the Apprenticeship Committee from one contractor to another and from operation to operation in

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the shop of the contractor to enable the apprentice to acquire all the skills of the trade.

Following is a list of the work process objectives for a Terrazzo Worker apprentice:

1. Shoot water levels.....	400
2. Lay screeds, rod off concrete	700
3. Lay out pattern design from sketches or plans	700
4. Set grade strips (brass, metal, wood) set ground for terrazzo base and curbs	800
5. Put up terrazzo base, wainscot and scratch coat	600
6. Lay top cement, rod off, mix and sprinkle terrazzo	700
7. Roll and trowel terrazzo fill to grade	400
8. Build terrazzo steps and curbs	500
9. Machine grinding and polishing, acid washing.....	700
10. Make pre-cast terrazzo base steps, floor, wainscot, window stools and partitions.....	700
11. Mix base concrete and top cement fill.....	400
12. Care, use and maintenance of all tools of the trade	<u>400</u>
TOTAL HOURS:	7000

F. Tile, Terrazzo and Marble Finisher: Approximate Hours

During his/her apprenticeship, the Finisher apprentice shall receive such instruction and experience in all branches of the trade as are necessary to assist the Journey Level Tiler, Terrazzo Worker and Marble Setter in the performance of their duties. He/she shall also perform such duties in the shop or on the job that are commonly related to the finisher apprentice.

1. Proper use of tools and equipment	500
2. Proper knowledge of materials	500
Terrazzo, mosaic, marble, dex-o-tex, adhesive, tile (recognition of various types)	
3. Sub-surface preparation.....	500
4. Terrazzo grinding	550
5. Marble polishing	550
6. Mixing Mud	500
Hand and mortar mix	
7. Sawing	500
Tile and marble	
8. Forming pre-cast Terrazzo	350
9. Grouting and sealing.....	<u>550</u>
TOTAL HOURS:	4500

G. Tile Setter: Approximate Hours

Apprentices may be transferred by the Apprenticeship Committee from one contractor to another and from operation to operation in the shop of the tile contractor to enable the apprentice to acquire all the skills of the trade.

Following is a list of the work process objectives for a Tile Setter apprentice:

- 1. Preparation of Mortars400**
 - a. Scratch coat**
 - b. Float coat**
 - c. Concrete**
 - d. Floor mortar**
 - e. Slacking lime mortar**

The proper aggregates in each instance should be known.

- 2. Materials, Tools, and Equipment400**
 - a. Familiarity with tools used in the trade**
 - b. Proper care and company equipment and mechanic's tools**
 - c. Recognition of the various tiles**
 - d. Distribution of proper amounts of materials**
 - e. Proper anchoring of block and tackle for hoisting**
 - f. Grouting and cleaning of tiles using epoxy and polymer based grouts and their special cleaning agents.**

- 3. Floor work1250**
 - a. Preparation of sub-floor**
 - b. Fastening down of reinforcing for wood and concrete sub-floors**
 - c. Preparation of concrete; proper aggregates and consistency**
 - d. Laying concrete**
 - e. Installation of Floor, layout important**
 - f. Beating down of Floor tile to pre-determined level (use beating blocks)**
 - g. Removal of glued-on paper (where ceramics are used)**
 - h. Straightening of joints where it is found to be necessary**
 - i. Application of rubbing sand by the use of beating blocks**
 - j. Washing off of surplus rubbing sand; may need more straightening**
 - k. Grouting of floor with plain medusa cement and epoxy and polymer based grouts and their special cleaning**

agents and removal of cement residue from floor and also front wall joints.

- 4. **Metal Lath and Scratch Coat.....500**
 - a. **Remove plaster grounds at pre-determined height**
 - b. **Remove or bend all excess nails which may protrude in wall studs**
 - c. **Identify location of all water pipes by marking with pencil on plaster directly above pipes, their approximate size**
 - d. **Cut metal lath to proper size and nail securely to studs**
 - e. **Bend corners overlap sheets**
 - f. **Note electric outlets and provide for same**
 - g. **Mix scratch coat; proper aggregate and consistency**
 - h. **Application of scratch coats with proper tools**

- 5. **Installation of Tile Wainscoting.....650**
 - a. **Setting of float rods**
 - b. **Application of float bed**
 - c. **Proper application of wet pure cement to back of each individual tile just before setting it on float bed**
 - d. **Proper spacing of tile to ensure pre-determined layout**
 - e. **Smoothing wall to eliminate rough edges**
 - f. **Washing of surplus cement from face of tile caused from handling**
 - g. **Grouting of the job using medusa cement, epoxy or polymer based grouts.**
 - h. **Cleaning of job (acid or detergent)**

- 6. **Stall Shower Installation600**

Preparation to receive metal lath, scratch coat setting bed and tile.

NOTE: Lead pan on floor should have adequate flange and have been thoroughly covered with asphalt to prevent corrosion. Also note position of drain in shower floor and adjust same before installing floor.

NOTE: Layout is very essential in shower installation and shower opening

- 7. **Kitchen Installations-Residential600**

Wall installations prepared and applied as in bathroom

- 8. **Ceiling Installation-Kitchen.....400**
 - a. **Wall installations prepared and applied as in bathrooms**
 - b. **Prepare and rough in with great care**

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- c. Floating bed will change in aggregates and consistency
- d. Installing sink drain boards of decks
- e. Layout so that joints in ceiling meet joints on walls
- f. Layout and installations of tile in residential and commercial kitchens (where possible) should be part of the on-the-job training.

NOTE: Operations are similar to those in bathroom.

- 9. Promenade Roofs300
 - a. Absolutely sure of thorough waterproofing
 - b. Proper drainage
 - c. Layout

- 10. Fireplaces200
 - a. Proper layout so as to ensure correct size of opening
 - b. Knowing how to install damper in proper position
 - c. Trade mathematics of fireplace installations can best be secured through related instruction.

- 11. Curbs, Stairs, Swimming Pools, and Decorative Layout800
This type of tile work demands skillful layout and certain mathematics, Proper layout ensures correct installation of job. Related instruction is best suited for a foundation in this type of work.

- 12. Installation of Tile Fixtures200
 - a. The proper size of opening in tile wall.
 - b. Size of fixture is pre-determined; usually set in cement.

- 13. Adhesives700
Proper methods of installation for tile setting.

TOTAL HOURS: 7000

Note: It is recommended that a course be given to the apprentice in the use of water level, transit, plumb bob, steel square, etc.

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.

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Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college: **South Seattle Community College**

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Training Trust**

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

- **For the skilled Occupational Objective of Bricklayer the minimum hours shall be: 160 hours per year.**

- **For the Skilled Occupational Objectives of Pointer, Cleaner and Caulker, Tile Setter, Terrazzo Worker, Marble Setter and Tile, Terrazzo and Marble and Brick/Block Finisher the minimum hours shall be: 144 hours per year.**

Twelve-month period from date of registration.*

Defined twelve-month school year: (insert month) through (insert month).

Two-thousand hours of on the job training.

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

C. Additional Information:

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- A. Bricklayer and Brick/Block Finisher Apprentices**
 - 1. Proper use and care of tools
 - 2. Structure of mortars and bonding material
 - 3. Knowledge of all burnt clay products
 - 4. Knowledge of all masonry substitutes
 - 5. Staging and safety laws (State Industrial film and lecture)
 - 6. Proficiency in laying brick to the line, leads and piers
 - 7. Saws (safety-different kinds-blades; wet/dry)
 - 8. Coverage of entire field of brick bonds
 - 9. Coverage of entire field of masonry walls and appurtenances thereto.
 - 10. Pointing, cleaning and waterproofing of masonry
 - 11. Knowledge of heat-resisting masonry
 - 12. Knowledge of fireproofing
 - 13. First-Aid (Industrial Card)
 - 14. Fireplaces
 - 15. Knowledge of pre-cast: cutting, setting, anchoring, cleaning, and pointing
 - 16. Knowledge of stone (natural and artificial)
 - 17. Knowledge of transit and level and water level
 - 18. Knowledge of basic blueprints and layouts
 - 19. Knowledge of how to use local building codes
 - 20. Social-economic lecture

- B. Pointer, Cleaner and Caulker Apprentices**
 - 1. Pointing, cleaning, caulking and waterproofing of masonry
 - 2. Proper use and care of tools
 - 3. Structure of mortars and bonding materials
 - 4. Knowledge of all burnt clay products
 - 5. Knowledge of all masonry substitutes
 - 6. Staging and safety law (State Industrial film and lecture)
 - 7. Saws (safety-different kinds-blades wet/dry)
 - 8. Coverage of entire field of brick bonds
 - 9. Coverage of entire field of masonry walls and appurtenances thereto
 - 10. Knowledge of heat resisting masonry
 - 11. Knowledge of fireproofing
 - 12. First Aid (Industrial Card)
 - 13. Knowledge of terra cotta and glaze tile (cleaning, pointing, and caulking)
 - 14. Knowledge of stone: pointing
 - 15. Knowledge of transit and level and water level
 - 16. Knowledge of basic blueprints and layouts
 - 17. Knowledge of how to use local building codes
 - 18. Knowledge of caulking products and installation procedures

- C. Tile Setter and Terrazzo Worker Apprentices:**
 - 1. Trade mathematics
 - 2. Architectural drawing

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3. **Blueprint reading**
4. **Layout work**
5. **Sketching**
6. **Trade terminology**
7. **Handbook reading**
8. **Tools of the trade, correct names, uses, care**
9. **Material use-preparation**
10. **First Aid (Industrial Card)**

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:

Each apprentice will be required to achieve a high degree of job performance and will be required to complete a basic course of related instruction. After employment, any apprentice who cannot or does not perform will be removed from the program by the Joint Apprenticeship and Training Committee.

- a. **Before each period of advancement, the JATC shall review for recommendation the progress that each apprentice has made in related instruction work and on-the-job work. If the JATC does not agree on the advancement or other action for an apprentice, both management and union representatives shall present their assessment of the apprentice's qualifications and progress within the apprenticeship program to the JATC for their review and determination.**
- b. **Failure on the part of the apprentice to show regular attendance at classes will be deemed sufficient cause for the JATC to drop the apprentice from the entire training system, specifically two (2) unexcused absences, either**

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successive or separate, from apprentice class attendance may cause the termination of the absent apprentice from the entire training program. An absence shall be deemed excused only when the instructor and the JATC are satisfied that just cause for the absence exists.

- c. Attendance at school is mandatory. Any apprentice who has absences must have them made up by the time the JATC meets, or they may have their raises held up until school absences have been made up and their apprenticeship extended the same amount. It will be up to each apprentice to make arrangements with the Coordinator and/or instructor when this obligation is to be taken care of.
- d. If the apprentice is below an acceptable level in class or on-the-job attendance, quality of work, attitude or any other situations requiring disciplinary action, the apprentice will receive a written notice [twenty (20) days in advance] of possible corrective action (including possible removal from the apprenticeship program), and an explanation of the apprentice's deficient performance. The apprentice may be advised that without improved performance by the next JATC meeting, the apprentice may be terminated from the program.
- e. Each apprentice shall maintain regular on-the-job attendance. Absences and/or tardiness will not be tolerated. Failure to comply with the above could be cause for the apprentice to be dropped from the program.
- f. Each apprentice is required to fulfill their entire yearly instructional hours requirement regardless of any extenuating circumstances. Apprentices failing to complete the appropriate level of related instructional training will not be advanced to the next wage progression and could be dropped from the apprenticeship program after due process by the JATC.
- g. In accordance with the State and Federal safety regulations, it is expected that apprentices during their time either on-the-job or participating in related training shall be in compliance with WAC 296-24-084, Occupational Head Protection.
- h. All apprentices are required to read, sign and adhere to, the attached "Western Washington Masonry Trades Apprenticeship Committee - List of Rules and Policy Statement." Failure to adhere to and follow the List of Rules and Policy Statement could result in the pre-apprentice or apprentice being dropped from the program.

Local Apprenticeship Committee Policies

"Western Washington Masonry Trades Apprenticeship Committee - List of Rules and Policy Statement"

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The Western Washington Masonry Trades Apprenticeship Committee (WWMTAC) is managed according to the Standards of Apprenticeship as submitted to and approved by the Washington State Apprenticeship and Training Council. A joint labor/management Apprenticeship and Training Committee (JATC) administers and runs the program.

Following, you will find a partial list of the rules of this program. Consult the Standards of Apprenticeship for a complete list of operating rules and procedures. These standards govern the training of masonry apprentices.

A copy of the Standards of Apprenticeship is available in this office when you wish to see them. You will receive a personal copy of the Standards of Apprenticeship after you become an apprentice. The union staff will gladly answer your apprenticeship questions. You should submit complaints in writing to the JATC.

1. ELIGIBILITY:

Registered apprentices, who are out of work, shall call the Apprenticeship office every week to maintain their name on the out of work list.

2. CLASS ATTENDANCE:

- A. Once you become an apprentice, you will be required to attend classes or related training as directed by the JATC. All apprentices are responsible for their own tuition and parking fees unless otherwise approved by the JATC.**
- B. It is your responsibility to be on time for class and sign the attendance sheet to receive credit for class attendance. Apprentices will not attend class while under the influence of drugs or alcohol.**
- C. It is the apprentices' responsibility to provide the Apprenticeship Office with written excuse for any missed classes due to medical reasons or employer's request for attendance at work. All excuses must be received within three days. For any class absence due to medical reasons, the apprentice must submit a doctor's excuse. For any class absence due to a requirement to work late, work out of town or work on a Saturday when scheduled to attend class, the apprentices must submit a written excuse from the employer. Additionally, for class missed on a Saturday, only the employer's notification sent to the Apprenticeship office prior to that weekend will be accepted. The JATC may deny any excuse submitted late.**
- D. The employer (approved training agent) agrees to recognize the classroom training as valuable and cannot be missed without being made up by the apprentice in order to continue progressing through the program. Therefore, although it does not relieve the apprentice of any responsibility to provide employer written excuses, it is suggested that the employer share in the**

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responsibility to ensure classroom attendance and notify the JATC or apprenticeship Office as promptly as possible with information that is necessary.

- E. You will be required to make up any class hours missed whether through an excused or unexcused absence.
- F. In addition to disciplinary action taken per Section X.A.(3)&(6), disciplinary hours will be added to your next wage progression for the following infraction for class attendance:
Tardy 100 hours
Leaving Early 100 hours
Unexcused absence 200 hours

All infraction hours and missed classes must be completed to be eligible for the next wage progression.

- G. You agree that if you do not attend class as directed, the JATC may cancel your apprenticeship agreement or assess any other disciplinary action as determined by the JATC
- H. As an apprentice, you will conduct yourself in a way that is consistent with ordinary, reasonable, common sense rules of conduct and which is an asset to the masonry industry.

3. HOURLY PROGRESS REPORTS:

- A. You will be given an apprentice hours reporting book. You will be required to submit on a monthly basis to the Apprenticeship coordinator or the JATC an apprentice hours report documenting your on-the-job working hours. This report will be used to give you your raises as you complete hours of employment and progress through the wage progression to journey level.
- B. It shall be the apprentice's responsibility to submit to the JATC office their completed monthly hours reports by the 15th of each month if they are working or not. Any apprentice that is delinquent one month or more in submitting their hours report will have their next wage progression extended one month for each month they are delinquent and once they become delinquent 3 months they will be cited to appear before the JATC for additional disciplinary action.

NOTE: You will be considered delinquent one month on the 16th of each month your hours are not submitted.

All infraction hours and hour's reports must be completed to be eligible for the next wage progression.

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- C. You agree that if you do not submit progress reports as directed, the JATC may cancel your apprenticeship agreement or assess any other disciplinary action as allowed in the Standards of Apprenticeship.

4. WAGE INCREASES:

- A. As an apprentice, your permanent file will be subject to review by the Committee before each wage advancement decision. We will ask that your employer and your instructor evaluate your progress before each wage advancement decision.
- B. The JATC decides whether you will receive a raise. All pertinent information regarding your apprentice training may be considered by the Committee prior to upgrading. This may include but will not be limited to classroom attendance, work attendance, hourly progress reports, attitude, instructor and employer evaluations, on-the-job training progress and supplemental training.

5. OTHER:

- A. Once registered, apprentices must obtain a valid First Aid and CPR card within the first 750 hours of on-the-job training.
- B. Each apprentice shall attend and participate in a COMET organizational class during his/her first year of apprenticeship.
- C. Each apprentice must read and comply with the following Rules of Related Training while at the WWMTAC facility.

6. WWMTAC TRAINING FACILITY RULES AND POLICES:

The Training Coordinator listed in these standards, or designee, shall have the authority to expel the apprentice from school effective immediately in the event a serious offense or violation occurs, such as items "N" and "L" in this section. This shall remain in effect until the apprentice is seen by the JATC.

- A. **SCHOOL ATTENDANCE:** Apprentices must be in the training facility at least fifteen (15) minutes prior to starting time.
- B. **UPON ARRIVAL:** Apprentices must sign their name and time of arrival.
- C. **ABSENCES:** Anyone with two unexcused absences will be dropped from the apprenticeship program.
- D. **TARDINESS:** Anyone late three times may be dropped from the apprenticeship program.

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- E. Anyone signing in for someone else shall be referred to the JATC for disciplinary action.**
- F. FIGHTING: Anyone fighting, regardless of the reason, will be dropped from the apprenticeship program.**
- G. STEALING: Anyone caught stealing, regardless of what or from whom, may be dropped from the apprenticeship program.**
- H. All apprentices will take turns mixing mortar and grout. No one is excused.**
- I. At the end of the day, all apprentices will assist one another in taking down work and cleaning up areas.**
- J. All apprentices must be dressed in PROPER ATTIRE:**
 - 1. Blue Jeans**
 - 2. T-shirt**
 - 3. Work shoes**
 - 4. Hardhat and safety glasses while in the work area.**
- K. Any apprentice not wearing the proper attire will be sent home, and will receive an unexcused absence.**
- L. TOOLS: Any tools issued to apprentices shall not be removed from the premises. Any apprentices caught doing so will be dropped. Each student will bring to class the tools required for his/her wage progression according to the tool requirement list. If you do not have the proper tools, you will not be permitted to work in the shop area and will be required to spend time in the classroom.**
- M. Safety Equipment and Clothing shall be worn when working around machinery and hazardous materials. Failure to adhere to and follow all safety rules on the job or in the school could result in disciplinary action.**
- N. ALCOHOL AND DRUGS: Any apprentice found in possession of any alcoholic beverage, illegal drug or other "controlled substance", or "drug paraphernalia" anywhere on the premises of the training facility, its campus or at the site of any "work-out" project sponsored by the JATC or its Trust shall be immediately terminated from the program.**
- O. SAW ROOM SAFETY: Any apprentice using the Masonry or Tile saw will be required at all times to wear the following equipment, with no exceptions.**
 - 1. Hard hat**
 - 2. Safety Glasses**
 - 3. Gloves**
 - 4. Apron**

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5. Hearing protection

Failure to follow the Saw Room Rules will result in termination from the apprenticeship program.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES AND POLICIES AS PRESENTED HERE AND IN THE STANDARDS OF APPRENTICESHIP. I ACCEPT THE OBLIGATIONS OF APPRENTICESHIP THAT WILL ACCOMPANY THE APPROVAL AND ACCEPTANCE OF THE APPLICATION.

I NOW AGREE THAT DURING THE TERM OF MY APPRENTICESHIP AGREEMENT, I WILL COMPLY WITH AND BE BOUND BY ALL APPLICABLE RULES AND REGULATIONS OF THE WASHINGTON STATE APPRENTICESHIP AND TRAINING COUNCIL AND ALL THE RULES, POLICIES, REGULATIONS AND AMENDMENTS ADOPTED BY THE WESTERN WASHINGTON MASONRY TRADES APPRENTICESHIP COMMITTEE AND THEIR APPLICABLE STANDARDS.

_____	_____
Apprentice's Signature	Date
_____	_____
JATC Member	Date

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.

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

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.

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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.
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:

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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).

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)

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1st half: January through June, by July 30

2nd half: July through December, by January 31

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an

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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:

Quorum: A quorum to conduct business for these standards shall consist of at least 2 employee and 2 employer committee members.

(Manner of Voting) Each employer committee member and each employee committee member shall have one vote, provided that at any meeting at which less than the full number of committee members are present then those that are present shall be entitled, pro rata, to cast the full number of votes for each respective employer and employee group they represent. In the event of a tie the committee shall refer to Roberts Rules of Order.

- a. Program type administered by the committee: **GROUP JOINT**

The employer representative must meet the following qualifications:

1. **During the time the person serves as a committee member, the representative must be an owner or officer of a currently participating employer and must have been an owner or officer of an employer for over five years (though not required to be participating for five years); OR**
2. **The representative must have been an employer in the current territory of the W.W.M.T.A.C. for over ten years, with at least five years as a participating employer.**

The employee representative must meet the following qualifications:

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1. **During the time the person serves as a committee member, the representative must be a member of the local participating union and must have been a member of the union for over five years: OR**
2. **The representative must be member of the local union and must have been a member of a local affiliated with the international union whose local is the participating local union in the current territory of the W.W.M.T.A.C.**

The Apprenticeship Committee shall be composed of equal representation from Management and Labor representing their respective organizations and selected by the groups they represent. Management representatives shall be composed of the following;

Three (3) members representing the Mason contractors.

One (1) member representing the P.C.C. contractors.

One (1) member representing the Tile contractors.

One (1) member representing the remaining occupations in Standards.

b. The employer representatives shall be:

**Monty Fairweather, Chairman
1400 140th Ave NE,
Bellevue, WA 98005**

**Martin Patricelli
3111 - 22nd Avenue South
Seattle, WA 98144**

**Joel Jacobson
Ballard Station/PO Box 70110
Seattle, WA 98107**

**Jim Ward
2102 Gibson Rd,
Everett, WA 98024**

**Trey Henson
N 35th ST.
Seattle, WA 98103**

**Nick Cutlip
23747 262nd Pl. SE
Maple Valley, WA 98038**

c. The employee representatives shall be:

**Jesse Sanden, Secretary
15208 52nd Ave S Suite 120
Tukwila, WA 98188**

**Cordell Fischer
15208 52nd Ave S Suite 120
Tukwila, WA 98188**

**Benny Wright
15208 52nd Ave S Suite 120
Tukwila, WA 98188**

**Thomas McIntyre
15208 52nd Ave S Suite 120
Tukwila, WA 98188**

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Tim Thompson
15208 52nd Ave S, Suite 120
Tukwila, WA 98188

Martin Norman
15208 52nd Ave S, Suite 120
Tukwila, WA 98188

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.

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.

Jim Charest, Coordinator
6737 Corson Ave S, Bldg D
Seattle, WA 98108