



APPRENTICESHIP PROGRAM STANDARDS
adopted by

**SOUTHEASTERN WASHINGTON/NORTHEASTERN OREGON
SHEET METAL WORKERS APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
RESIDENTIAL SHEET METAL WORKER	47-2211.00	5400 HOURS
SHEET METAL SERVICE TECHNICIAN	47-2211.00	9000 HOURS
SHEET METAL WORKER	47-2211.00	9000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

N/A
Provisional Registration

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By: DAVE D'HONDT
Chair of Council

By: ELIZABETH SMITH
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INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

The following Standards for the development of sheet metal worker apprentices have been prepared by representatives of the International Association of Sheet Metal Workers Local

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Union No. 55 and employers of Sheet Metal Workers representatives of the industry in the area and assisted by the Department of Labor and Industries, Apprenticeship Section. When approved by and registered with the Registration Agency, these Standards will govern the training of apprentices in the 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 area covered by these Standards shall be Benton, Columbia, Franklin, Garfield, Kittitas, Klickitat Walla Walla, and Yakima Counties in the State of Washington and Umatilla, Union, Wallowa and Morrow Counties in the State of Oregon.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Oregon, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Oregon counties of Umatilla, Union, Wallowa, and Morrow.

II. MINIMUM QUALIFICATIONS:

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

A. Sheet Metal Service Technician and Sheet Metal Worker

- Age: Applicants shall be at least 18 years of age.**
- Education: Applicants shall be high school graduates or State Equivalent Certification or GED.**
- Physical: Applicants must be physically able to perform the work of the trade with or without reasonable assistance.**
- Testing: Applicants are required to take a Sheet Metal Math and Reading assessment test at time of application. A minimum Math score of 16 and minimum Reading score of 27 shall be required for further processing. If applicant does not meet or exceed minimum scores in one**

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or both categories, no further processing will be done for a period of one year.

Other: All applicants must produce a valid driver's license, social security card, proof of auto insurance; and high school transcript, GED scores, or equivalent certification. The applicant must sign the "Applicant Log" and then will be given an "Application for Apprenticeship." Applications shall be filled out at the designated offices. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards".

B. Residential Sheet Metal Worker

Age: Applicants shall be at least 18 years of age.

Education: None

Physical: Applicants must be physically able to perform the work of the trade with or without reasonable assistance.

Testing: None

Other: The applicant must sign the "Applicant Log" and then will be given an "Application for Apprenticeship." Applications shall be filled out at the designated offices. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards."

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:

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1. General Selection Procedures for Sheet Metal Worker and Sheet Metal Service Technician Apprentices:

- a. Applications are available year round, excluding holidays, Monday through Friday from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. at 1718 W. Sylvester St., Pasco, WA 99301.
- b. Upon completion of the application, the applicant will be asked to complete a "Geographic Availability" form indicating the counties in which he/she is available for work. Applicants may update this form at any time.
- c. Entry into the apprenticeship program will be on an as needed basis.
- d. Applicants meeting the minimum requirements and passing the basic sheet metal worker's aptitude test will be placed on the list of eligibles for apprentice according to the following criteria:
 - (1) Score on the Basic test
 - (2) Score on the G.E.D. or the High School Transcript.
 - (3) Participation in a High School Apprenticeship Articulation Program.
 - (4) Military History.
- e. Applicants being accepted into the program will be required to take and pass a pre-employment urinalysis drug screening test after being registered but before being employed by an Authorized Training Agent. Expense of the test will be paid per the Collective Bargaining Agreement.
- f. Failure to pass a random drug and or alcohol test during the probationary period will result in immediate cancellation of the apprenticeship agreement and immediate termination from the employer. The JATC has a zero tolerance policy regarding drug and alcohol use.
- g. Names will be kept on the list for a minimum of 2 years. This time could be extended 90 days per each letter received requesting to be kept on the list.

2. General Selection Procedures for Residential Sheet Metal Worker

- a. Applications for entry into the apprenticeship program will be on an as needed basis and according to the following criteria.
 - (1) Rank order on the cumulative applicant list
 - (2) Geographic availability
 - (3) Timely response to contact the JATC

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- b. Applicants meeting minimum qualifications will be placed on a list to await registration/employment on a first in - first out basis.
- c. The committee reserves the right to make exceptions to the above procedure in considering applicants having previous experience.
- d. Applications are available year round, excluding holidays, Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. at 1718 W. Sylvester St., Pasco, WA 99301.

3. EXCEPTIONS:

- a. An employee of a non-signatory employer not qualifying as a journey level person when the employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant.
- b. An individual who signed an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the JATC and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- c. (Direct Entry) Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship provided:
 - (1) The employer is an approved training agent of these standards.
 - (2) The applicant has met the minimum qualifications.
- d. The committee reserves the right to make exception to the selection procedures in considering applicants having previous experience and or accredited training.
- e. The committee reserves the right to make exceptions to the selection procedures in considering female and minority applicants to assist in meeting Equal Employment Opportunity goals and timetables.

B. Equal Employment Opportunity Plan:

It is understood that affirmative action is not merely passive nondiscrimination, but includes principles, methods, and programs for the identification, positive recruitment, training, and motivation of present and potential minority and female (minority and non-minority) apprentices. The apprenticeship Sponsor's Equal Employment Opportunity plan shall include dissemination of information

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concerning the nature of apprenticeship, availability of apprenticeship openings, source of applications, and the equal opportunity policy of the Sponsor. Such information shall be given to the ATELS, Department of Labor and Industries Apprenticeship Section, local schools, Department of Employment, community organizations which effectively reach minority and women's (minority and non-minority) groups, and newspaper circulated in the minority community.

The Sponsor shall select a significant number of the following activities to meet affirmative action obligations (check as applicable):

- (X) Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
- (X) Cooperate with school boards, community colleges, and vocational schools to develop programs which prepare students for entrance into apprenticeship.
- (X) Engage in any other such action as checked above to insure that recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.

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 a Sheet Metal Service Technician and Sheet Metal Worker shall be 9,000 hours or five (5) years of reasonably continuous employment, including the probationary period. Any extension or reduction of time may be granted by the Apprenticeship Committee only upon adequate proof that the apprentice is entitled to such consideration.**
- B. **The term of apprenticeship for a Residential Sheet Metal Worker shall be 5,400 hours or three (3) years of reasonably continuous employment, including the probationary period. Any extension or reduction of time may be granted by the**

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Apprenticeship Committee only upon adequate proof that the apprentice is entitled to such consideration.

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.
 - 1. **Sheet Metal Workers and Sheet Metal Service Technicians employed in accordance with these Standards shall be subject to an initial probationary period not exceeding the first 1,800 hours of employment of apprenticeship.**
 - 2. **Residential Sheet Metal Workers employed in accordance with these Standards shall be subject to an initial probationary period not exceeding the first 1,080 hours of employment of apprenticeship.**

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:
 - A. **For Sheet Metal Service Technician and Sheet Metal Workers, the employer will be eligible for one (1) Apprentice to every three (3) Journey-level workers employed per employer workforce. However, in no event shall the ratio of apprentices to journey-level workers exceed a one (1) to one (1) ratio.**
 - B. **All Sheet Metal Service Technicians performing service work shall be allowed to work alone with the following conditions:**
 - 1. **Service work hours are 7:00 a.m. to 7:00 p.m., Monday through Saturday.**
 - 2. **All Sheet Metal Service Technicians shall at all times be able to contact a journey-level technician or supervisor for answers and advice.**
 - 3. **The journey-level worker or supervisor shall ensure that the Apprentice is receiving their on-the-job training and shall be responsible for the health and safety of the Apprentice.**
 - C. **Residential Sheet Metal Worker, the ratio shall be 1 apprentice to 1 journey-level worker per 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.

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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. Sheet Metal Worker and Sheet Metal Service Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 0900 hours (0 – 6 months)	50%
2	0901 – 1800 hours (7 – 12 months)	55%
3	1801 – 3600 hours (13 – 24 months)	60%
4	3601 – 5400 hours (25 – 36 months)	70%
5	5401 – 7200 hours (37 – 48 months)	75%
6	7201 – 9000 hours (49 – 60 months)	85%

2. Residential Sheet Metal Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 0900 hours	50%
2	0901 – 1800 hours	60%
3	1801 - 2700 hours	65%
4	2701 - 3600 hours	70%
5	3601 - 4500 hours	80%
6	4501 - 5400 hours	85%

Plus all fringe benefits.

Any loss of time during a period of apprenticeship shall be made up before an apprentice is eligible for advancement.

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. Residential Sheet Metal Worker:

Approximate Hours

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1. General sheet metal work	610
2. Operation of hand tools	610
3. Heating and ventilation.....	1210
4. Air conditioning.....	610
5. Soldering/Brazing.....	530
6. Special installation.....	610
7. Control installation.....	610
8. Gutter and spouting	610
TOTAL HOURS:	5400

All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.

B. <u>Sheet Metal Service Technician:</u>	<u>Approximate Hours</u>
1. Service of heating systems and air conditioners	3500
2. Control installation.....	1500
3. Installation of heating air unit.....	1000
4. Operation of hand and machine tools.....	500
5. Special installation and specialty work	500
6. General sheet metal work	500
7. Air Balance.....	500
8. Soldering, welding, brazing	500
9. Energy management.....	500
TOTAL HOURS:	9000

All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.

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<u>C. Sheet Metal Worker:</u>	<u>APPROXIMATE HOURS</u>
1. General sheet metal	1000
2. Architectural sheet metal work	1000
3. Industrial sheet metal work	1000
4. Specialty installation and specialty work.....	1000
5. Operation of hand and machine tools	1000
6. Air condition, furnace, and solar heating	1000
7. Soldering, welding, brazing and plastic welding.....	1000
8. Hand rigging as pertaining to the trade.....	500
9. Non-Destructive and QA/QC	300
10. Air Balance	200
11. C.A.D. and computer training	500
12. Safety and hazmat training.....	200
13. Indoor air quality	300
TOTAL HOURS:	9000

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.

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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: **Perry Technical, Walla Walla Community College, and Columbia Basin Community College**

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Training Trust. Other assigned tasks, i.e. homework, research. Additional classes/courses as approved by the Committee.**

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

Residential Sheet Metal Worker - 144 hours

Sheet Metal Service Technician - 200 hours

Sheet Metal Worker - 200 hours

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:

1. The Apprenticeship Committee class schedule for related training will be followed. Attendance is mandatory.

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2. **Tardiness is defined as not being present at the start of class. The Instructor will record all absences and tardiness. (Tardiness will be recorded in 30 minute increments).**
3. **Minimum required hours of attendance at related training will be per RSI hours noted above. Failure to attend the minimum required hours could mean repeating the year over and held at present rate.**
4. **The time of the break, if any, will be decided by the instructor.**
5. **Apprentices will not leave the local training facilities during class.**
6. **Any apprentice who demonstrates behavior that disrupts, impedes or adversely impacts the learning environment, either on-the-job or while attending related supplement instruction, shall have to appear before the JATC to show cause why he/she should not be disciplined, suspended, or cancelled from the program.**
7. **The safety code for attending class shall be as follows: No tank tops or sleeveless undershirts. Adequate leather foot protection (no thongs, tennis shoes or bare feet).**
8. **All apprentices will be given a quarterly test at the end of each school quarter. The test will be given by the instructor.**
9. **Upgrading will be determined by the following:**

50% related school training
50% evaluation forms filled out by the apprentice's employer, foreman, and the journey-level worker with whom he/she works.

W-A-I-V-E-R: Apprentices must sign a grade and attendance waiver so grades and attendance can be released to the Apprenticeship Committee.
10. **All apprentices must furnish their own drafting equipment and all their own hand tools for shop projects.**

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:

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1. **Voluntary Suspension:** A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.

2. **Advanced Standing or Credit:** The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).

3. **Sponsor Procedures:**
 - a. **Southeastern Washington/Northeastern Oregon Sheet Metal Apprenticeship Committee is composed of four (4) areas: Yakima, Tri-Cities and Walla Walla, Washington, and Pendleton, Oregon.**

 - b. **No unemployed apprentice will have the right to turn down a job within the geographical area they reside.**

 - c. **No apprentice will be allowed to quit their job without approval from the Apprenticeship Coordinator.**

 - d. **Periodic Evaluations:** An evaluation of apprentices shall be given every six (6) months in steps one (1) and two(2) (a minimum of 650 hours is required for each upgrade) and every twelve (12) months in steps three (3), four (4), five (5), and six (6) (a minimum of thirteen hundred (1300) hours is required for each upgrade) or as determined by the Apprenticeship Committee. In these evaluations, consideration shall be given to the school attendance, progress and daily employment record of the apprentice. The Apprenticeship Committee shall determine if the apprentice has received sufficient practical experience in the work experience to be advanced.

 - e. **Apprentices shall be responsible for contacting and informing the Coordinator's office of any change in address, telephone number, or email address.**

 - f. **Apprentices shall be responsible for contacting and informing the coordinator's office of any termination from the job.**

 - g. **An apprentice terminated from his/her place of employment for cause shall appear before the JATC at their next regularly scheduled meeting.**

 - h. **Job/Hour Reporting: Job reports are due on the apprentice's next regular scheduled school day or by the twentieth (20th) of the succeeding month when school is not in session. Reports not turned in that day shall be considered delinquent.**

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Each apprentice who is late in turning in his/her Job reports will have the following penalties imposed:

First Offense: Up to 30 days actual work delay in his/her next advancement

Second Offense: Up to 60 days' actual work delay in his/her next advancement

Third Offense: Cause for cancellations of registration.

Future advancements will be calculated from the new date.

- i. All apprentices shall maintain a valid driver's license.**
- j. Individuals who are terminated from the program for cause are prohibited from reapplying to the program for a period of twelve (12) months from the date of their cancellation. After six (6) months, the terminated apprentice may request that the committee waive the remaining six (6) months. The decision to waive the remaining six (6) months will be at the discretion of the committee.**

PLEASE NOTE!!

The make-up requirement will be the sole responsibility of each individual apprentice to initiate and complete at the convenience of the instructors.

This requirement will be part of all consideration of progression and possible continuance in this program.

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)

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- 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 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

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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:

The Sheet Metal Apprenticeship Committee shall be composed of three (3) members representing the employers and three (3) members representing journey-level workers of Sheet Metal Workers' Local Union No. 55 appointed by the groups they represent.

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

Jim Morgan, Chairman
PO Box 7287
Kennewick, WA 99336

Jim Bishop Jr.
3601 Powerhouse Road
Yakima, WA 98902

Kermit King
1718 W. Sylvester St.
Pasco, WA 99301

Jay Stumpf, Alternate
Apollo Sheet Metal
P.O. Box 7287
Kennewick, WA 99336

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d. The employee representatives shall be:

Brent Nunamaker, Secretary
1718 W. Sylvester
Pasco, WA 99301

Sean VanPelt
1718 W. Sylvester
Pasco, WA 99301

Gary Lehrman
4210 Road 105
Pasco, WA 99301

Jeffery D. Mercer, Alternate
726 Redwood Lane
Richland, WA 99354

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.

Kenton G. Cox, Coordinator
1718 W. Sylvester St.
Pasco, WA 99301