



**STANDARDS OF APPRENTICESHIP
adopted by**

WASHINGTON PLASTERERS APPRENTICESHIP

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
PLASTERER	47-2161.00	7000 HOURS



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

APPROVAL:

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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 following standards of apprenticeship, Western Washington Plasterers, with supplements pertaining to the necessary work experience of the trade and a progressive

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wage scale will, when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in this industry

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-303(4)(g).

These Standards shall cover the following counties: Adams, Asotin, Benton, Chelan, Clallam, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Grays Harbor, Island, Jefferson, King, Kittitas, Klickitat, Kitsap, Lewis, Lincoln, Mason, Okanogan, Pacific, Pend Oreille, Pierce, San Juan, Skagit, Snohomish, Spokane, Stevens, Thurston, Walla-Walla, Whatcom, Whitman, and Yakima

II. MINIMUM QUALIFICATIONS:

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

Age: **Applicants must be at least 18 years of age at the time of application.**

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

Physical: **Must be physically able to perform the work of the trade**

Testing: **None**

Other: **1. Valid driver's license
2. Social Security card or other proof of I-9 employment status.
3. Exceptions may be made by the JATC to the above qualifications if admission as an apprentice will benefit the applicant and the industry.**

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).

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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. **Applications can be obtained by contacting Cement Masons and Plasterers Training Centers of Washington at (206) 762-9286, at concretetraining@msn.com, or at www.opcmialocal528.org under the link for Apprenticeship Forms or by phone or in person at the locations listed below:**

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

**Cement Masons and Plasterers Training Centers of Washington
PO Box 81044
Seattle, WA 98108
Fax: (206) 762-0896
Email: concretetraining@msn.com**

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

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

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

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

**Area 1: Western Washington
Area 2: Eastern Washington**

3. **The Apprenticeship Committee shall determine the schedule for physical assessment dates based on demand for apprentices in their geographic area, consistent with ensuring continuous employment. The Apprenticeship Committee will notify applicants of the date and time of their physical assessment. Notification will be mailed 30 days in advance. Those who apply after the mailing will be notified of the following scheduled physical assessment.**

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4. The day of the physical assessment, each applicant will be assigned their number from the applicant log. Applicant names will not be used during the assessment. For affirmative action purposes, additional points may be awarded. The top scorers will fill the number of positions pre-determined by the JATC. Those not selected will be notified 30 days in advance of the next assessment and selection date.
5. The Coordinator will have the discretion to advance applicants on the eligibility list in order to meet EEO requirements.
6. Those who fail to appear for assessment will be removed from the eligibility list.
7. Applicants must complete a drug screen and pass with negative findings. Although marijuana is legal in the state of Washington, the presence of THC in drug screen results will be considered a positive finding for the purposes of acceptance into the apprenticeship.
8. Applicants with previous experience will be granted credit, as determined by the Coordinator and staff.
9. Applicants will be placed by the Apprentice Committee or its authorized representative for the initial apprentice job.
10. EXCEPTIONS: (Direct Entry)

Applicants selected by one of the following methods must submit completed application form, meet minimum qualifications, and comply with ESL requirements of the program (see Section X.A.3.). All applicants must also complete a drug screen with negative findings. Although marijuana is legal in the state of Washington, the presence of THC in drug screen results will be considered a positive finding for the purpose of acceptance into the apprenticeship.

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

- a. Applicants who have completed one of the following programs may receive direct entry provided the applicant provides reliable documentation to substantiate successful completion of the program:
 - 1) Operative Plasterers and Cement Masons International Association (OPCMIA) sponsored Job Corps program
 - 2) Youthbuild

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- 3) Apprenticeship and Nontraditional Employment of Women (ANEW) pre-apprenticeship and trades rotation program
 - 4) Washington Building Trade's Pre Apprenticeship Construction Education (PACE)
 - 5) Washington Corrections Center for Women's Trades Related Apprenticeship Coaching (TRAC)
 - 6) Seattle Vocational Institute's Pre-Apprenticeship Construction Training (SVI-PACT)
 - 7) Spokane Training Partners (STP).
- b. **Registered Native Americans who have secured employment under a TERO project may receive direct entry into an apprenticeship provided:**
- The employer is an approved training agent to these standards.**
- c. **Military veterans may be granted direct entry, provided they: Provide a copy of their DD-214, military discharge papers.**
- d. **Employees of participating employers who are promoted from another classification covered by the collective bargaining agreement to apprentice may receive direct entry status provided they be employed by an Approved Training Agent to these Standards.**

All minimum qualifications will be waived except the following:

- (1) **Minimum age of 18 years**
 - (2) **Must be physically able to perform the work of the trade.**
 - (3) **Must provide proof such as social security card to demonstrate eligible working status in U.S.**
- e. **Previously cancelled Apprentices may request direct entry into the program at their previous level. However, those terminated for cause must appear before the Committee and provide satisfactory documentation that the conditions leading to their cancellation have been corrected. An Apprentice reentering the program will be evaluated by the Committee and registered at the appropriate level based upon his/her knowledge, skills, and ability.**

All minimum qualifications will be waived except the following:

- (1) **Minimum age of 18 years.**
 - (2) **Must be physically able to perform the work of the trade.**
 - (3) **Must provide proof such as a social security care to demonstrate eligible working status in U.S.**
- f. **An individual registered as an apprentice with a state apprenticeship council or US Department of Labor Office of Apprenticeship approved program in an occupation covered by OPCMIA may receive direct entry**

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(transfer) into the apprenticeship program. All minimum qualifications will be waived except for the following:

- (1) Minimum age of 18 years.
- (2) Must be physically able to perform the work of the trade.
- (3) Must provide proof such as a social security card to demonstrate eligible working status in U.S.

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

All minimum qualifications will be waived except the following:

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

11. Exemptions:

For all exemptions, all minimum qualifications will be waived except for the following:

- (1) Minimum age of 18 years.
 - (2) Must be physically able to perform the work of the trade.
 - (3) Must provide proof such as a social security card to demonstrate eligible working status in U.S.
- a. When an employer becomes a training agent, employees not qualifying as journey-level workers shall be evaluated by the sponsor using constant standard nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. These individuals must complete an application.
- b. The individual who signs an authorization card during the organizing effort of an employer wherein 50% or more of the employees have signed and whether or not the employer is approved as a training agent, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- c. An employee of a non-signatory employer in the plastering industry not qualifying as journey level who makes application as the result of organizing efforts, whether or not the employer becomes signatory, shall

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be evaluated by the JATC, and registered at the appropriate period of apprenticeship based on previous work experience and related training.

B. Equal Employment Opportunity Plan:

1. **Participation in workshops, if available, designed to familiarize employment service agencies, school districts, and community based organizations with the apprenticeship system and current apprenticeship opportunities.**
2. **Distribute information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
3. **Increase awareness of sponsor's equal opportunity policy within the sponsor's organization.**
4. **Use minority and women (minority and non-minority) journey-level workers and apprentices to promote the affirmative action program.**
5. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-315].

The term of apprenticeship shall be three and one-half years (7,000 hours) of reasonably continuous employment, with a minimum of 7000 hours.

V. INITIAL PROBATIONARY PERIOD:

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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 a probationary period not exceeding the first 1400 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of

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Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.

- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-316(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

The ratio of apprentices to journey-level workers shall not exceed one (1) apprentice to each one (1) journey-level workers 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.

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C. Wage Progression Schedule

For progression to steps 2-3, there must be a minimum of 3 months elapsed and 500 hours of OJT between promotions.

For progression to steps 4-8, there must be a minimum of 6 months elapsed and 1000 hours of OJT between promotions.

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 0500 hours/0-3 months	60% (not eligible for pension contributions)
2	0501 - 1000 hours/4-6 months	65% (not eligible for pension contributions)
3	1001 - 2000 hours/7-12 months	70%
4	2001 - 3000 hours/13-18 months	75%
5	3001 - 4000 hours/19-24 months	80%
6	4001 - 5000 hours/25-30 months	85%
7	5001 - 6000 hours/31-36 months	90%
8	6001 – 7000 hours/37-42 months	95%

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

<u>A. Plasterer:</u>	<u>Approximate Hours/Competency Level</u>
1. Job site preparation, scaffold building, covering and clean up of plaster and fireproofing systems.....	380
2. Mixing of fireproofing and conventional plaster	500
3. Applying Scratch coat for stucco or gypsum plaster	500
Applying brown coat at proper time for stucco or gypsum plaster	1000
Applying finish coat at proper time for stucco or gypsum plaster	500

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Applying veneer plaster.....	750
4. Application of textures and Venetian plaster, to all interior and exterior wall and ceiling surfaces	680
5. Dotting, rodding, screeding, and lining walls and ceiling	320
6. Making and running molds, and installation of ornament	320
7. Exterior Insulation Systems/Weather Resistant Air Barriers	800
8. Plaster patching, Interior and exterior	250
9. Fireproofing, spraying, hand patching, moving tarps, and operation and maintenance of pumps and mixers	1000
TOTAL HOURS:	7000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

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

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

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

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

- Supervised field trips
- Sponsor approved training seminars (specify)
- Sponsor approved online or distance learning courses (specify)

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State Community/Technical college: **Renton Technical College and Columbia Basin College**

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **144** Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

twelve-month period from date of registration.*

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

two-thousand hours of on the job training.

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

C. Additional Information:

In the event that an apprentice has completed all required RSI but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the Committee.

(Variance on RSI Granted at April 16, 2015 WSATC meeting)

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:

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- 1. The apprentice will supply all required hand tools to complete this apprenticeship program. Minimum tools required: hawk, trowel, water brush and margin trowel. Tuition and book fees will be paid by the JATC.**
- 2. Attendance for related/supplemental instruction is mandatory.**
 - a. The apprentice must notify the Coordinator about all absences.**
 - b. Sickness can be considered an acceptable excuse if a note from the doctor is provided, or the apprentice has also missed work.**
 - c. Work is not an excuse for missing class.**
 - d. All absences must be made up. An excused absence will not be used for citing to the JATC.**
- 3. Monthly work progress reports must be turned in to the Coordinator by the 15th day of the following month.**
- 4. Apprentices whose demonstrated lack of ability to communicate in English interferes with their ability to progress in RSI or OJT will be instructed to register for and complete "English as a second language" or "technical English as a second language" curriculum.**
- 5. All apprentices will hereby acknowledge that he/she has read and understands the federal guidelines concerning sexual harassment. 29 CFR Chapter XIV, Paragraph 1604.11 (a) through (e), dated Friday, April 11, 1980.**
- 6. The apprentice further acknowledges that he/she has read the Apprenticeship and Training Trust Policy Statement regarding sexual harassment. Failure to comply could result in disciplinary action, suspension or cancellation of the apprenticeship.**
- 7. Apprentice must maintain satisfactory progress in "on the job (work process) training". Evaluations from the employer will be periodically requested during the term and will be considered by the committee for wage advancements.**
- 8. Apprentices must be available for employment with approved Training Agents and accrue hours of On the Job training to progress through the term of apprenticeship.**

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B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.

2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - 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:
 1. **Apprentices must abide by the standards of apprenticeship and comply with the following requirements. Failure to do so will result in disciplinary action taken by the Apprenticeship Committee, or designee. Decisions of the designee are open to appeal by apprentices who have completed their initial probationary period, directly to the Apprenticeship Committee.**

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2. **All absences will be used to dock the apprentices two weeks toward their next raise, until the class is made up.**
3. **Late arrivals and early departures will be docked a minimum of two hours. When the total becomes eight hours, one unexcused absence will be recorded.**
4. **Four unexcused absences during the year will automatically have the apprentice called to appear before the Board for disciplinary action.**
5. **Monthly Work Progress reports must be correctly completed, or they will be returned to the apprentice for completion. No credit will be given until they are current.**
 - a. **If the apprentice is not current in filing the reports with the Coordinator, she/he will not be awarded a rerate, if one is due.**
 - b. **If an apprentice fails to turn in six (6) consecutive months of work progress reports, she/he can be removed from the job until work progress reports are up to date.**
6. **Failure to be available for employment and accrue hours will result in citation to appear before the Apprenticeship Committee for disciplinary action, suspension or cancellation of their agreement. Apprentices who have not completed the initial probationary period may be disciplined or cancelled by the Apprenticeship Committee without citation per Section V.(1) and (2).**

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint. 296-05-316(22)
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.

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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

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- h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching 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

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- e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in 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.

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D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-313)

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:

- a. Quorum: **SEE ABOVE**
- b. Program type administered by the committee: **GROUP JOINT**

The Apprenticeship Committee shall be composed of not less than three (3) members representing the Contracting Plasterers' Association and an equal number of members of Local #528, 478 and/or 72, Operative Plasterers and Cement Masons International Association (OPCMIA). Alternate members may attend all meetings but will be able to cast a vote only in the event of a regular member's absence. These representatives shall be selected by the groups they represent.

- c. The employer representatives shall be:

**Ryan Yalowicki, Chairman
PO Box 967
Bothell, WA 98424**

**Larry White
1130 Industry Dr.
Tukwila, WA 98188**

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**Rich Jackson
1326 N Northlake Way
Seattle, Washington 98103**

**Jeffrey Campbell, Alternate
N.W. Campbell Inc.
516 - South 376th St.
Federal Way, WA 98003**

d. The employee representatives shall be:

**Eric Coffelt, Secretary
6362 6th Avenue South
Seattle, WA 98108**

**Rosie Bernard
3000 NE 4th St
Renton, WA 98056**

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

**Edward Case, Alternate
1326 N. Northlake Way
Seattle, WA 98103**

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.

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