



**APPRENTICESHIP PROGRAM STANDARDS**  
**adopted by**

**SEATTLE AREA ROOFERS APPRENTICESHIP COMMITTEE**

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-315]

**ROOFER**

**47-2181.00**

**5000 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

JANUARY 18, 2018  
Standards Last Amended

JULY 17, 1970  
Permanent Registration

By: DAVE D'HONDT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

# SEATTLE AREA ROOFERS APPRENTICESHIP COMMITTEE

## INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

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**The following standards of apprenticeship, Seattle Area Roofers, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in this industry.**

**These Standards have been developed by members of the Employers Association and by members of the Roofers Union, assisted by the Washington State Apprenticeship and Training Council.**

**I. GEOGRAPHIC AREA COVERED:**

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

**The area covered by these Standards shall be all of Clallam, Island, Jefferson, King, Kitsap, Mason, San Juan, Skagit, Snohomish, and Whatcom counties with headquarters in Seattle, Washington.**

**II. MINIMUM QUALIFICATIONS:**

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

- Age:           **They shall be at least 18 years of age at time of application and provide acceptable picture identification showing birth date.**
- Education:   **N/A**
- Physical:      **They shall be physically capable of performing the work of the trade.**
- Testing:       **N/A**
- Other:         **1.       Applicants must have sufficient English comprehension to complete the application for apprenticeship without assistance.**
- 2.       Applicants shall present at time of application documentation to verify employment eligibility (to fulfill I-9 requirements).**

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### III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council.

#### A. Selection Procedures:

- 1. Applications will be available to anyone who is interested subject to restrictions accepted by the Washington State Apprenticeship and Training Council. Applications will be available only through the Seattle Area Roofers Joint Apprenticeship Office located at 2800 First Avenue, Room 320, Seattle, Washington.**
- 2. All application blanks are numbered to account for each one. There will be a "Record of Apprentice Applicants" on which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the applicant's printed name and the progress, by dates, and final disposition.**
- 3. Applicants must fill out the application completely and legibly, providing acceptable picture identification before any application will be considered. Upon receipt of the applicants properly filled out application and documentation to verify minimum qualifications in Section II, the applicant will be placed on a waiting list with other applicants.**
- 4. Applicants must maintain their name on the waiting list by checking in each month and stating that they are available for work. Failure to do so will result in the applicant being removed from the pool of eligible applicants.**
- 5. Applicants who wish to be evaluated by the Committee for advanced standing will furnish a written work history of previous experience in the roofing industry at time of application. Applicants requesting advanced standing may be assigned a tentative percentage rate for evaluation purposes.**

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6. Applications for apprenticeship shall be considered for two (2) years from date of application. Applications older than two (2) years will not be considered.
7. The applicant will submit to drug testing if it is a condition of employment and must pass with a negative finding.
8. After the applicant has met the minimum qualifications they will be notified of the next Seattle Area Roofers Orientation class. Applicants must attend an orientation prior to apprentice registration. Once the applicant attends and successfully completes an orientation class, they will be eligible for assignment to an approved training agent. (Exceptions may be made regarding class completion when the demand for new apprentices exceeds availability and as determined by the Apprenticeship Committee).
9. After selection as an apprentice, but prior to registration, applicant must provide proof of dependable transportation (such as vehicle registration) to jobsites within the geographic area of these standards.
10. At the time of registration, applicants will be provided with trade related safety instruction and/or trade related safety materials.
11. An applicant's employer shall be notified of his/her selection, effective date of registration and percentage rate and shall be provided with the apprentice ID number after being registered with the Washington State Apprenticeship and Training Council.
12. Applicants may be registered year round, but will be accepted into related supplemental instruction only at the commencement of class each new school year.
13. Applicants who fail to comply with the selection procedures or who refuse employment may be denied acceptance into the Apprenticeship Program.
14. Alternative Selection Method (EXEMPTIONS):
  - a. (Direct Entry) An employee of a non-signatory employer not qualifying as a journeyman 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 previous work experience and related training.
  - b. (Direct Entry) An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed the authorization cards, whether or not the employer

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becomes signatory, and is an employee of a non-signatory employer, and does not qualify as a journey person, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Provided:

- (1) The applicant is at least 18 and provides acceptable picture ID as proof.
- (2) The applicant can present documentation to meet I-9 requirements.
- (3) The applicant has sufficient English comprehension to complete apprenticeship application without assistance and can comprehend and use roofing related safety information.
- (4) The applicant must be employed by an Approved Training Agent of the Seattle Area Roofers Apprenticeship program at time of apprenticeship registration.
- (5) Applicant will submit to drug testing, if it is a condition of employment and must pass with negative findings. Positive findings will result in the denial of entry by this method.

**15. Alternative Selection Method: Transfers.**

**(Direct Entry) Individuals relocating from other state or ATELS approved apprenticeship programs may receive direct entry into apprenticeship registration provided they meet all other minimum qualifications.**

**16. Alternative Selection Method: New Approved Training Agents:**

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

**17. Alternative Selection Method: Helmets to Hardhats**

**(Direct Entry) US Military Veterans with documented proof of being Helmets to Hardhats participants and meet the minimum qualifications of these standards may receive direct entry into this program providing that any individuals that have been on the eligible applicant list for a minimum of six months (or less if the applicant list is exhausted) have had the opportunity to go to work first and work with an approved training agent.**

**18. Alternative Selection Method: TERO (Tribal Employment Rights Office)**

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**(Direct Entry) Registered Native Americans who have secured work under a TERO project or equivalent regulations and/or tribal contract requirement may receive direct entry into apprenticeship provided the employer is an approved training agent of these standards and the applicant meets all minimum qualifications.**

### B. Equal Employment Opportunity Plan:

- 1. Grant credit for previous trade experience or trade-related courses for all applicants equally.**
- 2. The committee may select from the list of qualified applicants for apprenticeship, in other than order of ranking, so as to reach women (minority and non-minority).**
- 3. Participate in workshops conducted by employment service agencies, community or technical colleges, and community based organizations to increase awareness of apprenticeship programs and apprenticeship opportunities of the sponsor.**
- 4. Participate in existing outreach programs whose focus in the recruitment and preparation of minority and female apprenticeship applicants.**

### 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 not less than 5000 hours of reasonably continuous employment. The Committee reserves the right to rotate apprentices amongst participating employers to ensure a well rounded apprentice.**

## **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

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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 1000 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 Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-316(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:



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**Employers who employ one journey-level worker may employ one apprentice and for each additional one journey-level worker employed, they may employ an additional apprentice 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.
  
- 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

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>55%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>60%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>70%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>80%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>90%</b>
<b>6</b>	<b>Over 5000 hours</b>	<b>100%</b>

**Apprentices with previous experience may be granted work hour and/or class credit and placed in the appropriate wage bracket by the Apprenticeship Committee. The Apprenticeship Committee reserves the right to freeze an Apprentice at his/her last wage percentage rate attained if the Apprentice's progress is not satisfactory. (See Section X, A, 3, both wage progression Statements.)**

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**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. Roofer Approximate Hours**

**During apprenticeship, the roofer/waterproofing apprentice shall receive such instruction and experience in all branches of the roofing/waterproofing trade including the preparation of material for installation, as are necessary to develop a practical and skilled tradesman versed in the theory and practice of the trade. The apprentice shall also perform such duties in the shop and on the job as are commonly related to a roofer/waterproofing apprentice. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the geographical area.**

**The major work processes in which apprentices will be trained (although not necessarily in the order listed below) and the total hours (not necessarily continuous) to be spent are as follows:**

- |   |                    |
|---|--------------------|
| <b>1. Shop work, handling and preparing of materials and preparation of substrate to receive roofing/waterproofing membrane .....</b> | <b>2000</b>        |
| <b>2. Application of roofing/waterproofing membrane to prepared substrate.....</b>  | <b>2000</b>        |
| <b>3. Maintenance and repair of existing roofing/waterproofing membrane.....</b>  | <b>1000</b>        |
| <b>TOTAL HOURS:</b>   | <b><u>5000</u></b> |

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

**Roofing 1 authored by Seattle Area Roofers Apprenticeship Committee. Pertains to 1st year course of instruction.**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Once the Roofing 1 Correspondence Course is assigned, it must be completed in full.**

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**. \*As defined under "Additional Information B" below.

Two-thousand hours of on the job training.

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

### C. Additional Information:

- A. Apprentices shall be required to pay all tuition and book fees prior to commencement of each class.**
- B. Enrollment in apprenticeship classes for all apprentices registered after the first class will be deferred until the next school year.**
- C. The Apprenticeship Committee recommends that the courses for the apprentice shall be limited to those who are actually apprentices to the trade in accordance with these Standards.**
- D. Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.**
- E. Supervised field trips are mandatory and are in addition to the required related/supplemental instruction.**
- F. In the event an apprentice has completed all of their required RSI, but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the Committee.**

## **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

### A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).

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### 3. Sponsor Procedures:

All parties participating under the Apprenticeship Standards agree to abide by any such determination of the Washington State Apprenticeship and Training Council.

Disciplinary action resulting from violation of conditions apprenticeship must adhere to below will be taken by the Apprenticeship Committee or designated representative (designee), excluding cancellation of the apprenticeship agreement. All decisions of the designee are open to appeal by the apprentice to the Apprenticeship Committee (excluding those within their initial probationary period.)

#### a. Work Progress Reports:

- (1) Apprentices must submit monthly progress reports of work experience performed each month as directed.
- (2) Work progress reports must be submitted to the Apprenticeship office no later than the 15th of the following month. Failure to submit work progress reports timely may result in disciplinary action by the Apprenticeship Committee or designee.

#### b. Wage Progression

- (1) Wage increases will not be automatically granted.
- (2) The Apprenticeship Committee will evaluate the progress of each apprentice after every 1000 hours of employment or sooner. All parties participating under the Standards of Apprenticeship may be asked for a report on each apprentice.
- (3) All pertinent information regarding the apprentice's training will be considered by the Apprenticeship Committee of designee prior to each wage increase according to the schedule in Section VII.
- (4) Pertinent information includes, but will not be limited to the following:
  - (a) Attendance at work and school
  - (b) Evaluation concerning satisfactory progress during on-the-job and classroom training, including supplemental training and test scores.
  - (c) Employer and Instructor evaluations.
  - (d) Attitude of the apprentice both at work and at school.
  - (e) Regular submission of work progress reports.

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- (5) Each apprentice must possess a valid First Aid/CPR card and Fall Protection/Competent Person Training before promotion to the next wage progression step.
- (6) If progress is not satisfactory, the Apprenticeship Committee may FREEZE or REDUCE an apprentice's wage rate.

c. Class Attendance:

Attendance shall be temporarily excused for sickness or injury requiring doctor's care, for out-of-town work for a participating employer, for working late for a participating employer or other reasons accepted by the Committee.

- (1) Excuses for medical reasons must be on doctor's stationary, signed and dated. Excuses for out-of-town work or for working late must be signed by the employer and note the date missed or late. Excuses for other than medical or work related reasons must be submitted by the apprentice in writing to the Apprenticeship Office within 14 days of absence.
- (2) Submitting an excuse is the sole responsibility of the apprentice. Failure of a third party to submit an excuse on behalf of an apprentice shall not relieve the apprentice of responsibility.
- (3) Any unexcused absence from class may result in disciplinary action.
- (4) If an apprentice fails to attend a minimum of 144 hours of related supplemental instruction in any year due to excused absences that apprentice may be required by the Committee to retake that year's related supplemental instruction or any part thereof.

d. Local Apprenticeship Committee Policies

### SEATTLE AREA ROOFERS APPRENTICESHIP PROGRAM LIST OF RULES & POLICY STATEMENT

The Seattle Area Roofers Apprenticeship Program is managed according to the Standards of Apprenticeship as submitted to and approved by the Washington State Apprenticeship and Training Council. A joint labor/management Apprenticeship Committee administers and runs The Program.

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

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

### **1. ELIGIBILITY: (Prior to selection and registration as an apprentice)**

You must maintain your name on the waiting list by checking in each month and stating that you are available for work. Failure to maintain your name on the waiting list will void your application. Refusing employment as an apprentice may cause your application to become void.

### **2. CLASS ATTENDANCE:**

Upon acceptance and registration as an apprentice, you are responsible for fees associated with Related Supplemental Instruction, including tuition and book fees. You must pay these fees on or before their due date. We will require that you attend classes and related training as directed by the Apprenticeship Committee.

It will be your responsibility to be on time for class and sign the attendance sheet to receive credit for class attendance. Apprentices will not attend class while under the influence of drugs or alcohol.

You must submit a doctor's excuse within fourteen days of any absence caused by medical reasons. You must submit an employer's excuse within fourteen days of any absence caused by any requirement that you work late or that you work out of town. You will be held responsible for the submission of any excuses, not your doctor or your employer. The Apprenticeship Committee or designee may deny any excuse you submit late.

As an apprentice you will conduct yourself in a way that is consistent with ordinary, reasonable, common sense rules of conduct. You agree that if you do not attend classes as directed the Apprenticeship Committee or designee may assess disciplinary action as described in the Standards of Apprenticeship or may be cancelled by the Apprenticeship Committee.

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### **3. PROGRESS REPORTS:**

We will require that you complete and turn in work progress reports as directed. You agree that if you do not submit work progress reports as directed the Apprenticeship Committee or d designee may assess disciplinary action as described in the Standards of Apprenticeship or may be cancelled by the Apprenticeship Committee

### **4. WAGE PROGRESSION:**

As an apprentice, your permanent file will be subject to review by the Apprenticeship Committee before each wage advancement decision. We will ask that your employer and your instructor evaluate your progress before each wage advancement decision.

Wage increases are not automatically granted. The Apprenticeship Committee decides whether you will receive a raise. All pertinent information regarding the Apprentice's training may be considered by the Committee prior to upgrading. This may include but will not be limited to classroom attendance, work attendance, progress reports, attitude, test scores, instructor and employer evaluations, on-the-job training progress and supplemental training.

Each apprentice must possess a valid First Aid/CPR Card and Fall Protection Competent Person Training before promotion to the next wage progression step and before promotion to journey level worker and awarding the Certificate of Completion.

The Apprenticeship Committee reserves the right to FREEZE your rate or REDUCE your rate if your progress is not satisfactory.

### **5. OTHER:**

Apprentices canceled for violation of the Apprenticeship Standards and who wish to reapply will have their applications submitted to the Apprenticeship Committee for consideration. Anyone denied may not reapply for one year.

If you refuse employment when we offer it the Apprenticeship Committee may cancel your apprenticeship agreement or assess any other disciplinary action as allowed in the Standards of Apprenticeship.

**I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE RULES AND POLICIES AS PRESENTED HERE AND IN THE STANDARDS OF APPRENTICESHIP. I ACCEPT THE OBLIGATIONS OF**



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**APPRENTICESHIP THAT WILL ACCOMPANY THE APPROVAL AND ACCEPTANCE OF THIS APPLICATION.**

**I NOW AGREE THAT DURING THE TERM OF MY APPRENTICESHIP AGREEMENT, I WILL COMPLY WITH AND BE BOUND BY ALL APPLICABLE RULES AND REGULATIONS OF THE WASHINGTON STATE APPRENTICESHIP AND TRAINING COUNCIL AND ALL RULES, POLICIES, REGULATIONS AND AMENDMENTS THERE TO ADOPTED BY THE SEATTLE AREA ROOFERS APPRENTICESHIP PROGRAM AND THEIR APPLICABLE STANDARDS.**

\_\_\_\_\_  
**Apprentice's Signature**

\_\_\_\_\_  
**Date**

**B. Disciplinary Procedures**

1. The obligations of the sponsor when taking disciplinary action are as follows:
  - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
  - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
  - 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

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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:**
    - a. **Disciplinary Action:**
      - (1) **Disciplinary action shall be taken when an apprentice engages in conduct or demonstrates behavior, which is inconsistent with or contrary to the List of Rules and Policy Statement (see Section X.B.) or ordinary, reasonable, common sense rules of conduct necessary to the welfare and continued successful operation of the Seattle Area Roofers Apprenticeship Program.**
      - (2) **Reasons for disciplinary action shall consist of but not be limited to any of the following as pertaining to work; related supplemental training; other training; while serving as an employee or representative of the Seattle Area Roofers Apprenticeship Program or of a participating employer;**
        - Dishonest or fraudulent acts**
        - Safety violations**
        - Not reporting accidents**
        - Consumption of or being under the influence of alcohol, narcotics, intoxicants or other controlled substances**
        - Insubordination**
        - Lateness or absence from work or class**
        - Misuse, damaging or destroying property**
        - Smoking in restricted areas**
        - Unsatisfactory work performance**
        - Horseplay, fighting, abusive language**
        - Discrimination**
        - Violation of State or Federal Law**

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### b. Safety Violations:

- (1) Any apprentices named in a safety violation notice filed with this program will receive a copy of that violation notice to their last known address.
- (2) If in the initial probationary period the apprentice may be canceled or receive other disciplinary action for one or more violations.
- (3) Apprentices who have completed their initial probationary period may be cited before the Committee for disciplinary action after receiving a safety violation citation.

### c. Suspension Classification:

After completion of the stated initial probationary period, an apprentice may request to be placed in the "Suspension Classification" on the following basis: (1) Request is made for placement in such classification by the apprentice in writing, (2) The suspension be available for a maximum time of one year, however, the Committee may extend such period of time on the basis of extraordinary circumstances, (3) An apprentice in the Suspension Classification must present a written request for return to active status, or the Apprenticeship Agreement will be canceled immediately.

### d. Disciplinary Procedures:

- (1) Disciplinary action may be taken for violations of the conditions set forth in these Standards of Apprenticeship or if satisfactory progress is not maintained in on-the-job and RSI training. Disciplinary action described below will be taken by the Apprenticeship Committee, except that disciplinary action that consists of withholding the periodic wage progression may be taken by the Apprenticeship Committee designee (open to appeal by the apprentice to the Apprenticeship Committee, except those within their initial probationary period).
- (2) Disciplinary action shall consist of withholding of the periodic wage advancement, suspension or cancellation of the Apprenticeship Agreement, assessment of additional work hours prior to advancement to the next wage progression, reduction in percentage of journey level wage of not more than 10%, disciplinary probation or other action not in violation of the Washington State Apprenticeship Act (RCW 49.04) or the Federal Labor Standards Act (29 CFR 29).
- (3) Apprentices who refuse employment may be canceled or receive other disciplinary action.

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### e. Other:

**Apprentices canceled for violation of the apprenticeship standards and who wish to reapply will have their applications submitted to the Committee for consideration. Anyone denied may not reapply for one year. Anyone re-registered shall be required to repay any registration fees paid by the program during any prior registration.**

### C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint. 296-05-316(22)
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-009). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

### D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.

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

### **XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE**

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

#### **A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)**

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

#### **B. Program Operations (Chapter 296-05 WAC - Part C & D):**

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

Or;

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

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Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
  - a. Apprenticeship Agreements – within first 30 days of employment
  - b. Authorization of Signature forms - as necessary
  - c. Approved Training Agent Agreements– within 30 days of sponsor action
  - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
  - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
  - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
  - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, due by April 10
    - 2nd quarter: April through June, due by July 10
    - 3rd quarter: July through September, due by October 10
    - 4th quarter: October through December, due by January 10
  - h. On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
  
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
  - a. Program name
  - b. Sponsor's introductory statement
  - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - d. Section VII: Apprentice Wages and Wage Progression
  - e. Section IX: Related/Supplemental Instruction
  - f. Section XI: Sponsor – Responsibilities and Governing Structure
  - g. Section XII: Subcommittees
  - h. Section XIII: Training Director/Coordinator
  
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching

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techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

### C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
  - a) Certificate of completion
  - b) Additional credit
  - c) Suspension (i.e. military service or other)
  - d) Reinstatement
  - e) Cancellation
  - f) Corrections
  - g) Step Upgrades
  - h) Probation Completion date
  - i) Other (i.e., name changes, address)
  - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in

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related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

### D. Training Agent Management:

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

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:
  - a. Quorum: **SEE ABOVE**
  - b. Program type administered by the committee: **GROUP JOINT**
  - c. The employer representatives shall be:



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**John Huber, Chairman  
Meyer Brothers Roofing  
18211 E Valley Hwy.  
Kent, WA 98032**

**Gene Meyer  
Meyer Brothers Roofing  
18211 E Valley Hwy.  
Kent, WA 98032**

**Herb Gette  
SQI Inc.  
3821 South Road  
Mukilteo, WA 98275**

d. The employee representatives shall be:

**Gregg Gibeau, Secretary  
2800 First Avenue, Room 320  
Seattle, WA 98121**

**Phil Mansfield  
2800 First Avenue, Room 320  
Seattle, WA 98121**

**Steve Hurley  
2800 First Avenue, Room 320  
Seattle, WA 98121**

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

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**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.

**Gregg Gibeau, Coordinator  
2800 First Avenue, Room 320  
Seattle, WA 98121**