



APPRENTICESHIP PROGRAM STANDARDS
adopted by

PACIFIC NORTHWEST IRONWORKERS AND EMPLOYERS LOCAL #86
APPRENTICESHIP COMMITTEE

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-315]

IRONWORKER

47-2221.00

8000 HOURS



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

APPROVAL:

Provisional Registration

October 18, 2018

Standards Last Amended

JULY 8, 1953

Permanent Registration

By: DAVE D'HONDT
Chair of Council

By: CHRIS BOWE
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):

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These Standards have been developed by representatives of Northwest Ironworkers Employers Association, and representatives of Ironworkers District Council of the Pacific Northwest, 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 as follows: Chelan, Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, Whatcom, and Yakima Counties; and all projects which span the Columbia River from a point where the river leaves Okanogan County to a point where the river enters Benton County.

II. MINIMUM QUALIFICATIONS:

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

- Age: **Minimum 18 years (Must provide documentation to verify age such as Birth Certificate or valid driver's license).**
- Education: **N/A**
- Physical: **Must be able to perform the rigorous manual labor required by the trade and have a natural ability to work safely at high elevations with a good sense of balance. Physical ability must be confirmed by attending a minimum qualification screening day or verification of prior work experience in the Ironworking or related industry, as determined by the Committee.**
- Testing: **N/A**
- Other:
- a. Must be able to read, write, and speak the English Language.**
 - b. Dependable transportation to jobsites within the geographic area of these standards.**
 - c. Must possess valid driver's license.**
 - d. Provide documentation to verify legal working status, a condition of employment, per 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. **Apprenticeship applications will be accepted year round, one day per month. Additional application acceptance days may be added, as needed, to meet the demands of the trade. Applications are available at the apprenticeship office or other locations as deemed by the committee. Applications must be prepared and submitted by the individual applying.**

**4550 South 134th Place #101
Tukwila, WA 98168**

2. **Only applications submitted in person by the applicant and complete with documentation to verify minimum qualifications (stated above) will be accepted. Applicants must provide a valid driver's license, proof of legal employment status (such as Social Security Card), and proof of dependable transportation (such as vehicle registration) at time of application. Applicants must also provide a resume and are encouraged to provide letters of recommendation from previous or current employers.**
3. **Any applicant wishing to receive credit for education, military service, or previous experience in the trade must provide copies of documentation that will substantiate advanced standing under this program at the time of application. The amount of credit granted for previous work experience shall be determined by the Apprenticeship Committee after careful review of the merits of each individual case.**
4. **Periodically, applications will be reviewed and scored by the Committee or their authorized agent. Consideration for Veterans, those referred through Helmets to Hardhats, participants in the National Ironworkers Training Program for American Indians, and graduates or participants of pre-**

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apprenticeship programs is included in the scoring (written verification of these circumstances must be provided at the time of application.) Qualified applicants shall be placed on a list of eligibles in order of score. New applicants will be slotted into the existing eligibility list according to the score received on their application.

5. Individuals who provide all documentation requested in #2 above will be scheduled for the minimum qualification screening day based upon the score of their application. Consideration will be given to female applicants for affirmative action purposes. Consideration may also be given to those who meet criteria for “local hire” requirements in distressed areas. Minimum qualification screening day is pass/fail; a passing score is required.
6. Individuals who receive a passing score for the minimum qualification screening day or who have verified 500 hours of previous work experience in the trade of Ironworker, shall attend a Safety Orientation. Safety Orientations will be held periodically as needed. A score of 80% or better is required. Applicants will be placed on a ranked list in order of score.
7. Persons who meet the minimum qualifications shall submit to drug testing at the safety orientation as a condition of employment, at no cost to applicant, and must pass with a negative finding or the applicant will be removed from the pool of eligible applicants. Applicants failing a pre-employment drug test must wait a minimum of 120 days to reapply for apprenticeship to the Pacific Northwest Ironworkers and Employers, Local #86 Apprenticeship Committee.
8. Qualified applicants shall remain in contact with the apprenticeship office as deemed necessary by the apprenticeship staff. Failure to do so will result in the qualified applicants' removal from the list.
9. **EXCEPTIONS: (Direct Entry)**
 - a. Individuals relocating from other SAC (State Apprenticeship Council) or US Department of Labor Office of Apprenticeship approved Ironworker Apprenticeship programs may receive direct entry into the apprenticeship provided the individual completes an application, meets the minimum qualifications (except for attendance at minimum qualification screening day) and submits to drug testing and passes with a negative with a negative finding, at no cost to applicant.
 - b. Registered Native Americans who have secured work under TERO or equivalent tribal regulations and/or tribal contract requirements, may receive direct entry into Apprenticeship provided:
 - (1) The employer is an Approved training Agent of these Standards.

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- (2) The applicant has met the Minimum Qualifications (except for attendance at minimum qualification screening day).
 - (3) Applicant must complete core Safety Orientation classes (minimum of three days), shall submit to drug testing as a condition of employment, at no cost to the applicant and must pass with a negative finding.
- c. Applicants that have completed and passed a structured Pacific Northwest Ironworkers #86 Pre-Apprenticeship Training Class, minimum of four (4) weeks, 160 hours, may receive direct entry into this apprenticeship provided:
- (1) The applicant has met the Minimum Qualifications which includes receiving a passing score at a scheduled minimum qualification screening day.
 - (2) The applicant has completed and passed the Pacific Northwest Ironworkers #86 Pre-Apprenticeship Training Class with a score of 80% or better.
 - (3) The applicant submits to drug testing and passes with a negative finding, at no cost to the applicant.

10. EXEMPTIONS:

- 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, meet minimum qualifications stated in Section II above (except attendance at minimum qualification screening day), attend a Safety Orientation with a passing score (80% or better) and pass a drug test with negative findings, at no cost to applicant.
- 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 individual 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. These individuals must complete an application, meet minimum qualifications stated in Section II above (except attendance at minimum qualification

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screening day), attend a Safety Orientation with a passing score (80% or better) and pass a drug test with negative findings, at no cost to applicant.

B. Equal Employment Opportunity Plan:

1. **Participated in workshops and career fairs conducted by secondary and post secondary schools, and community based and other organization designed to increase public awareness of current apprenticeship opportunities and to familiarize potential applicants, including minorities and women (minority and non-minority) with the nature of the Ironworking apprenticeship program, the admission requirements, and sources of applications**
2. **Engage with and participate in existing outreach programs whose focus is to recruit and prepare minority and women (minority and non-minority) students for apprenticeship such as ANEW and PACT, and other organizations working directly with women (minority and non-minority) in educational and skill development for entry into apprenticeship such as TRAC.**
3. **Cooperating with local school districts that have developed programs to prepare students to meet the standards and criteria required to qualify for entry into apprenticeship programs and increase awareness of apprenticeship opportunities among school employees.**
4. **Select new apprentices from lists of qualified applicants, in other than order of ranking, so as to reach women (minority and non-minority) and minorities.**

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 8,000 hours of reasonably continuous employment in an approved schedule of work experience, but in no case less than 4 years. For the purpose of advancement, the four (4) years shall be divided into eight (8) periods of a minimum of 750 hours and six (6) months each.

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V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-316(22)]:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

The first 1500 hours of work shall be the initial probationary period. These hours will be verified by the monthly work report the apprentice submits to the apprenticeship office. Employers and journey-level workers shall carefully observe the actions of the apprentice during this trial period in order to determine the advisability of their continuing in the trade. If the apprentice fails to apply them self, seems unable or unwilling to adapt them self to trade conditions, or are otherwise found to be unsuited to the trade, they shall be dropped from the apprenticeship before the expiration of the initial probationary period.

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:

Any employer shall be permitted to employ apprentices on structural, reinforcing, or rigging jobs at the ratio of not less than one (1) apprentice to every four (4) journey-level workers and shall employ apprentices on ornamental work at which is normally performed by two (2) ironworkers, one (1) may be an apprentice. The ratio shall not be less than one (1) apprentice to every four (4) journey-level workers, based on the annual average employment of journey-level ironworkers by the individual employer. In no event shall the ratio exceed one (1) apprentice to everyone (1) journey-level worker per job-site, work group, or shop.

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 OR **Insert Occupational Name**

Apprentices shall be paid the following wage rates as per current negotiated labor agreement, which may be subject to change.

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Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	6 months and 750 hours	60%
2	6 months and 750 hours	65%
3	6 months and 750 hours	70%
4	6 months and 750 hours	75%
5	6 months and 750 hours	80%
6	6 months and 750 hours	85%
7	6 months and 750 hours	90%
8	6 months and 750 hours	95%

- A. Pension and annuity contributions are eliminated for all apprentices for the first through second period of apprenticeship. (However, apprentices will receive pension credits for all hours worked.)**
- B. Apprentices with current welding certification and who are assigned as welders will be paid the journey-level worker scale while so employed.**

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. <u>Ironworker:</u>	<u>Approximate Hours</u>
1. Reinforcing/Post Tensioning:	2500
2. Ornamental and Miscellaneous:	2000
3. Structural/Rigging:	2500
4. Welding/Burning:	1000
TOTAL HOURS:	8000

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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: **Provided by vendors, manufacturers, and other industry experts as available.**

Sponsor approved online or distance learning courses (specify)

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

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Training Trust**

B. **204** 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: **(insert month)** through **(insert month)**.

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() Two-thousand hours of on the job training.

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

C. Additional Information:

1. **Each apprentice shall attend daytime, Saturday, or evening supplemental classes annually, written notice will be sent indicating the time and location of such training.**
2. **All apprentices must maintain a grade point average of 75% and be current with monthly work reports to be considered as having satisfactorily completed each course. The apprentice will be ineligible for an OJT (on-the-job) training assignment as determined by the Coordinator, as authorized by the Apprenticeship Committee, until extra assignments, tests, or lab work brings the grade point average up to the minimum of 75% and/or until all work reports are current.**
3. **An apprentice who is late for class or leaves early will be required to make up the class hours in a manner acceptable to the Coordinator, as authorized by the Apprenticeship 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).
3. Sponsor Procedures:
 - a. **Any apprentice leaving the jurisdiction of the Pacific Northwest Ironworkers and Employers, Local #86 Apprenticeship Committee to work**

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at the trade without first receiving approval of the Committee will be subject to cancellation.

- b. Each apprentice will purchase the recommended tools at the time indicated by the Coordinator, as authorized by the Apprenticeship Committee. The tool list will be provided at the safety orientation. (See Section X.B.)
- c. Each apprentice will maintain contact with the apprenticeship office by submitting a monthly work report, regardless of employment status, to the training office by the 7th day of the following month. Failing to do so is a violation of this requirement and may result in disciplinary action, suspension or cancellation.
 - (1) Advancement dates are calculated using work reports; therefore untimely reports result in delay of wage increases as advancement cannot be retroactive.
 - (2) If an apprentice is thirty (30) or more days late turning in monthly work reports, a citation to appear before the Apprenticeship Committee will be sent for assignment of disciplinary hours shown in (1) below.
- d. Apprentices not attending related training and who are not employed shall be available and accept all job referrals offered by them. While employed, all apprentices must be on time and all absences must be excused. Apprentices must not quit or be fired. Any violation of these requirements may result in disciplinary action, suspension, or cancellation.
- e. Apprentices who have been canceled within the initial probationary period must wait a minimum of 1 year to reapply to the Pacific Northwest Ironworkers and Employers Local #86 Apprenticeship Committee and must attend and pass a minimum qualification screening day, attend a safety orientation and submit to drug testing and pass with a negative finding.
- f. Apprentices who have been canceled outside the initial probationary period for non compliance must wait a minimum of 1 year to reapply to the Pacific Northwest Ironworkers and Employers Local #86 Apprenticeship Committee and must attend and pass a minimum qualification screening day, attend a safety orientation and submit to drug testing and pass with a negative finding.
- g. Apprentices must notify the Coordinator's office and union office of any change to address and/or telephone number with 48 hours (update to union office if required).

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h. **RSI: Failure to attend scheduled classes, excessive absenteeism (including being habitually late or leaving classes early), failure to maintain a grade point average of 75% and failure to be current with all work reports by the conclusion of each class will be cause for disciplinary action, suspension or cancellation of the apprenticeship agreement.**

i. (1). **Disciplinary hours related to conduct include:**

Failure to call Coordinator and Dispatch after layoff (call to dispatch made if required) (by the following business day after termination)	200 hours
Failure to be available for work (Unless prior arrangements for time off or vacation have been made)	200 hours
Late work reports (30 or more days late)	200 hours
Unexcused absence from work	200 hours
Unauthorized quitting of a job	300 hours
Fired from a job (termination "for cause")	300 hours

(2). **Disciplinary hours related to RSI (cited to appear before the Apprenticeship Committee) include:**

Tardy	100 hours
Leaving early unexcused	100 hours
Unexcused absence	200 hours

(3). **Disciplinary hours will be completed before the next advancement.**

j. Local Apprenticeship Committee Policies

1. **Apprentices may be moved from employer to employer in order to round out their work experience as required by the Standards.**

2. **Substance Abuse Testing: The Apprenticeship Committee shall have the authority to adopt a drug and alcohol testing program in order to ensure that each apprentice can work safely in a drug and alcohol free environment. Each apprentice agrees to be subject to such testing as a condition for maintaining his/her apprenticeship agreement.**

3. **Apprenticeship and Training Trust - Tool List**

Description	Tool #
Reinforcing Tools	
BELT and PAD with positioning rings	BUCKINGHAM #5929
TOOL BELT	Elk River

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	2002 SPECIAL
SIDE CUTTING PLIER	Klein #D2000-7CST
DIAG. CUT. PLIER	Klein #D2000-28
TOOL POUCH	Klein #5119
WIRE REEL	Klein #27400
6' FOLDING RULE	LUFKIN X46
KEEL HOLDER	MARKAL #109
KEEL HOLDER	MARKAL #109
STRUCTURAL TOOLS	
3/4" SPUD WRENCH	Klein #3212
7/8" SPUD WRENCH	Klein #3213
WRENCH HOLDER	Klein #5461T
BULL PIN 13"	Klein #3255
BULL PIN 9"	Klein #3256
12" ADJUST. WRENCH	PROTO #712SL
BOLT BAG	Klein #5416T
30' MEASURING TAPE	

**Manufactures listed are for reference purposes only.
A specific manufacturer is not required.**

B. Disciplinary Procedures

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

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

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

C. Apprentice Complaint Procedures:

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

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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.
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

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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).

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

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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 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

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- 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.

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.

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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:

The Apprenticeship Committee approved to administer this program shall be composed of three (3) members representing the employers and three (3) members representing labor.

Members of the Apprenticeship Committee shall be selected by the groups they represent.

- a. Quorum: **See Above.**
- b. Program type administered by the committee: **GROUP JOINT**
- c. The employer representatives shall be: **(Northwest Ironworkers Employers Association)**

**John Paulsen, Secretary
Corona Steel
3015 106th St. S.
Lakewood, WA 98499**

**Kevin Koester
Apex Steel Inc.
16541 Redmond Way Suite C
Redmond, WA 98052)**

**Mike Cadle
Rebar International
19120 Rhodes Lake Rd E
Bonney Lake, WA 98391**

**Kelly Huestis, Alternate
Apex Steel
14780 NE 95th St.
Redmond, WA 98052**

**Marc Paulson, Alternate
Corona Steel
3015 106th St. S.
Lakewood, WA 98499**

**Larry Jaquot, Alternate
Industry Erectors, Inc
1429 Avenue D. #267
Snohomish, WA 98290**

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d. The employee representatives shall be:

Chris McClain, Chairman
4550 S 134th Place #102
Tukwila, WA 98168

David Chase, Alternate
4550 S 134th Place #102
Tukwila, WA 98168

T.A. Biggins
4550 S 134th Place #102
Tukwila, WA 98168

Robert Korth
4550 S 134th Place #102
Tukwila, WA 98168

Paul England, Alternate
4550 S 134th Place #102
Tukwila, WA 98168

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:

NONE

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.

James R. Owens, Coordinator
4550 South 134th Place, Suite 101
Tukwila, WA 98168