



**STANDARDS OF APPRENTICESHIP
adopted by**

INLAND EMPIRE ELECTRICAL TRAINING TRUST

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
INSIDE ELECTRICIAN	47-2111.00	8,000 - 10,000 HOURS
LOW ENERGY/SOUND & COMMUNICATION	49-2022.03	4800 HOURS
RESIDENTIAL ELECTRICIAN	47-2111.00	4000 HOURS



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

APPROVAL:

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Committee Amended

OCTOBER 21, 2011
Standards Amended (review)

OCTOBER 21, 2011
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By: LEE NEWGENT
Chair of Council

By: JOSE RODRIGUEZ
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

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 the 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 (Optional)

The following Standards have been prepared by the Inland Empire Electrical Training Trust and its partners the National Electrical Contractors Association (NECA) and the International Brotherhood of Electrical Workers Local Union 73 (IBEW), assisted by the Apprenticeship and Training Division, State Department of Labor and Industries to develop qualified, competent crafts people for the industry.

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The science of electricity is constantly changing and expanding. From its inception, the Electrical Industry has kept pace with new technologies and is now one of the largest industries in the United States. This rapid expansion means that the electrical apprentice must be given a sound basic education in the knowledge of the electrical trade, supplemented by sufficient instruction in the theories of electrical science.

The electrical trade is unique in that it is mechanical, technical and professional. In order to meet industry demands in an ever evolving technical environment, the electrical industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities to proficiently perform the individual job tasks associated with the work processes of the electrical trade. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The Electrical industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the electrical worker is constantly called upon to make decisions concerning proper performance methodology.

Electrical installations are very complex and highly sophisticated. Faulty installations often prove to be extremely expensive and hazardous. Much of the complex wiring involved in the work is hidden from view when the job is completed: any defect in this hidden work can cause serious damage and prove to be extremely costly. The well-educated electrical worker takes pride in the appearance of their work, and its technical correctness and structural soundness.

The Joint Apprenticeship and Training Committee (JATC), representing the parties to the local Collective Bargaining Agreement (CBA) - The National Electrical Contractors Association (NECA) and The International Brotherhood of Electrical Workers (IBEW) - has dedicated its time to develop an efficient educational program so the apprentice can, through a systematic program of schooling and on-the-job training, become a well qualified electrical worker. The degree of success that the JATC has in its operation will depend upon the willingness of all local parties of the Electrical Industry, to cooperate in this type of joint activity. Quality education and training remains a high priority with the IBEW and NECA.

All functions of the JATC shall be on the basis of a non-profit endeavor. The JATC will adopt and promote nationally developed Apprenticeship Standards and Curricula to insure quality apprenticeship and training for the electrical industry in the best interest of the apprentice, management, labor, the customer, and the public.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain

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conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area which these Standards cover shall be the following counties in the State of Washington: Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens and Whitman.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho counties of: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone.

II. MINIMUM QUALIFICATIONS:

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

Age: Be a minimum of 17 years of age at the time of application.
Applicants must be a minimum of 18 years of age at the time of selection and registration.

Education: Be at least a high school graduate, or have a GED with a minimum of 2500 points (250 under old testing method), or in lieu of a high school diploma or GED, have a two year Associate degree or higher.

Show evidence of successful completion of one full year of high school algebra or an equivalent post high school algebra course, with a passing grade of a "C" or better.

Physical: Applicants selected from the pool must be capable of performing the work of the electrical construction trade.

Testing: Applicants must qualify for interview by obtaining a qualifying score using the electrical trade's aptitude test developed and validated by the American Institute for Research.

Qualifying Score:

Inside Electrician: 5

Low Energy/Sound & Communication: 4

Residential Electrician: None

Other: Submit proof of residency of the geographical area covered by these standards for one year prior to application for affirmative action purposes.

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Be able to get to and from work at job sites anywhere within the geographical area covered by these standards.

Be able and willing to attend all assigned related classroom education as required to complete apprenticeship.

Be able to read, hear and understand instructions and warnings.

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 Procedures (see 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 (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. Application Notice and Schedule:

- a. The Committee will accept applications on a year-round basis, on dates and times specified by the Committee.**
- b. Application information will be disseminated according to the Committee's affirmative action plan at least semi-annually. Information will:**
 - (1) Include the dates, times, and location applications will be accepted.**
 - (2) List the minimum qualifications for the program, supporting documentation required and applicable time lines.**
 - (3) Provide a general description and duties of the occupation.**

2. Application Process:

- a. Applications will be provided to all interested individuals at:
Inland Empire Electrical Training Trust**

INLAND EMPIRE ELECTRICAL TRAINING TRUST

3210 E. Ferry Ave.
Spokane, WA. 99212

Or

Online at www.73jatc.org

- b. **Individuals must return the completed application in person and provide the following documentation along with an application fee (\$25), before the application will be recognized as being completed.**
- (1) Provide a copy of birth certificate**
 - (2) Provide an official transcript for high school years completed and post high school education and training. All GED records must be submitted if applicable.**
 - (3) Provide evidence of successful completion of one full year of high school algebra or an equivalent post high school algebra course, with a passing grade of a "C" or better (when applicable).**
 - (4) Provide proof of residency (driver license, utility bill, etc.) of the geographical area covered by these standards for one year prior to application for affirmative action purposes.**
 - (5) Provide a DD-214 to verify military training and/or experience if veteran and wish to receive consideration for such training/experience. (If applicable)**
 - (6) Provide documentation that defines previous electrical hands on work experience registered with the appropriate state or federal agencies to receive consideration for such experience. (If Applicable)**
 - (7) Once the application is complete, the applicant must qualify for interview by obtaining a qualifying score (When Applicable) using the electrical trade's aptitude test developed and validated by the American Institutes for Research. Applicants showing proof of an AAS Degree for Electrical Construction or Electrical Maintenance Technician with an overall GPA of 2.0 or better will not require the electrical trade's aptitude test to qualify for interview.**
 - (8) Show evidence of the ability to maintain and possess a valid driver license by providing a copy of a current driver abstract**

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from the state from which the license is from, through the department of licensing, along with a copy of current valid driver license prior to interview.

- c. Applicants have 60 days from the date of their application to meet requirements (b) above.
 - d. Applicants will indicate at the time of application whether they are applying for the Inside Electrician, Residential Electrician, and/or Low Energy/Sound & Comm program(s).
 - e. Completed applications will be entered in the "Applicant Log" which will identify all applicants by a log number corresponding to the application number.
 - f. Once interviewed, an applicant shall remain active in the Apprentice Application Record Book, subject to selection, for a period of two (2) calendar years from the date of interview.
 - g. Applicants wishing to re-interview must show proof of improved qualifications (further schooling, work experience, etc.) before being reconsidered. Any applicant not selected during their two (2) year active period is encouraged to seek additional qualifications and re-apply.
3. **Verification of minimum qualifications:**
All applications and supporting documentation will be reviewed for minimum qualifications.
4. **Non-qualified applicants:**
Applicants who do not meet the minimum qualifications will be notified in writing; notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.
5. **Aptitude test:**
- a. All qualifying applicants will be scheduled to take the NJATC aptitude test (when applicable).
 - b. Applicants must meet a minimum of qualifying score (when applicable) to be eligible for an interview.
6. **Pool of eligible applicants:**

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- a. **Qualifying applications will be scored and ranked using an interview system; all applicants will be asked the same questions.**
- b. **These individuals will then be placed in a pool of eligible applicants and retained on an active list for a period of 2 years.**
- c. **Individuals may be removed from the pool at an earlier date by their request or by failing to respond to the Committee when notified.**
- d. **It shall be the responsibility of the applicant to notify the Committee of any address or phone number changes.**

7. Placement:

- a. **Whenever possible, all current apprentices will be employed before new applicants are hired.**
- b. **Applicants will be offered employment based on the order of their rank in the pool of eligibles.**
- c. **If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool.**
- d. **Where undue hardship might exist because of distances involved, applicants living in a particular area will be given special consideration for referral when jobs are available in their locale.**
- e. **Applicants being accepted into the programs will be required to take and pass a pre-employment urinalysis drug-screening test before being registered. Expense of the drug test will be paid by the JATC.**

8. Exceptions to Applicant Requirements:

Individuals may enter the pool of qualified applicants by any of the following means stated below. Every individual selected for the apprenticeship shall come from this established pool for each specific Skilled Occupation listed as follows:

a. Inside Electrician:

- (1) **In lieu of items in Section III.A.2.b.(2),(3),(7), individuals who can verify (by providing indisputable documenting evidence) that they have worked a minimum of four thousand (4,000)**

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hours in the electrical construction trade, will qualify for an oral interview by the JATC to be considered along with other qualified applicants.

The individual must provide to the JATC proper documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents from the appropriate state or federal agencies. The JATC will examine all documentation submitted before qualification is acknowledged. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate. An absolute minimum of four thousand (4,000) hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. (Note: meeting this qualification allows the applicant to be interviewed during the normal interview selection process - this is NOT a form of direct entry.)

- (2). In lieu of items in Section III.A.2.b.(2),(3),(7), individuals who have worked a minimum of four thousand (4,000) hours as a Residential Wireman under an IBEW/NECA local Collective Bargaining Agreement, will qualify for an oral interview by the JATC to be considered along with other qualified applicants.
 - (a) All available Residential Electrical Apprenticeship records will be provided to the JATC. (Note: meeting this qualification allows the applicant to be interviewed during the normal interview selection process - this is NOT a form of direct entry.)
 - (b) Such individuals entering the program with an IBEW Residential Wireman classification will be awarded a minimum of thirty-five hundred (3,500) hours credit toward their hours of OJT required under these standards. The individual who has completed the three year IBEW/NECA residential training program will also be allowed to challenge the first two years of related training and if successful will be credited those years, otherwise, if selected, they will be properly evaluated and placed in the appropriate year of related training.
- (3) In lieu of items in Section III.A.2.b.(2),(3),(7), individuals previously registered in a properly registered electrical construction apprenticeship program not sponsored by IBEW/NECA, will qualify for an oral interview by the JATC

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to be considered along with other qualified applicants provided:

- (a) They have completed at least one (1) year of the non-joint apprenticeship program's related classroom instruction with a passing score of 75% and acquired a minimum of Two Thousand (2,000) hours of verifiable on-the-job training experience in the commercial and/or industrial area.
- (b) They have provided the JATC with official documentation pertaining to their participation in the non IBEW/NECA electrical construction program. An official copy of all records established and information submitted shall be provided to the JATC, including a copy of the apprenticeship agreement properly registered by the appropriate Registration Agency. The JATC will examine all documentation to ensure that the individual meets the necessary qualifications.

If all provisions stated in above paragraphs (a) and (b) are not met, the individual must meet all qualifications stipulated in Section III.A.2. (Note: meeting this qualification allows the applicant to be interviewed during the normal interview selection process - this is NOT a form of direct entry.)

b. Low Energy/Sound and Communication

- (1) In lieu of items in Section III.A.2.b.(2),(3),(7), individuals who can verify (by providing indisputable documenting evidence) that they have accumulated a minimum of thirty-six hundred (3600) hours of telecommunications work experience, shall be qualified for oral interview by the JATC to be considered along with other applicants. (Note: meeting this qualification allows the applicant to be interviewed during the normal interview process - this is NOT a form of direct entry.) For such applicants to be considered:
 - (a) The applicant must provide the JATC with proper documentation that defines their experience in the telecommunications industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements.

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The individual must provide to the JATC proper documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents from the appropriated state or federal agencies. The JATC will examine all documentation submitted before qualification is acknowledged. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate. An absolute minimum of four thousand (4,000) hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. (Note: meeting this qualification allows the applicant to be interviewed during the normal interview selection process - this is NOT a form of direct entry.)

- (2) In lieu of items in Section III.A.2.b.(2),(3),(7), individuals previously registered in a properly registered electrical construction apprenticeship program not sponsored by IBEW/NECA, will qualify for an oral interview by the JATC to be considered along with other qualified applicants provided:**
 - (a) They have completed at least one (1) year of the non-joint apprenticeship program's related classroom instruction with a passing score of 75% and acquired a minimum of Two Thousand (2,000) hours of verifiable on-the-job training experience in the residential area.**
 - (b) They have provided the JATC with official documentation pertaining to their participation in the non-IBEW/NECA electrical construction program. An official copy of all records established and information submitted shall be provided to the JATC, including a copy of the apprenticeship agreement properly registered by the appropriate Registration Agency. The JATC will examine all documentation to ensure that the individual meets the necessary qualifications.**

If all provisions stated in paragraphs (a) and (b) are not met, the individual must meet all qualifications stipulated in Section III.A.2. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is NOT a form of direct entry.)

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9. Direct Entry Exemptions:

- a. An employee of a non-signatory employer not qualifying as a journey-level worker when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means (see Section X), and registered at the appropriate period of apprenticeship based on work experience and related training. (Note: this is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.) For such applicants to be considered, they must:**
- (1) Complete an application form.**
 - (2) Provide an official transcript for high school and post high school education and training.**
 - (3) Provide the JATC with reliable documentation and see adequate verification to substantiate previous employment and experience.**
 - (4) Be deserving of advanced standing, based upon evaluation by the JATC (see Section X).**
 - (5) Provide official documentation to show that they were an employee performing electrical work prior to the employer becoming signatory.**
- b. An individual who signs an authorization card during an organizing effort - wherein fifty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the non-signatory employer and does not qualify as a journey-level worker, 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. (Note: this is a method of direct entry into the apprenticeship program. When registered, individuals entering through this method must be employed by participating employers.) For such applicants to be considered, they must:**
- (1) Be employed in the JATC's jurisdiction when the authorization card was signed.**
 - (2) All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.**

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- (3) Complete an application form.**
- (4) Provide an official transcript for high school and post high school education and training.**
- (5) Provide official documentation to show that they were an employee performing electrical work prior to signing the authorization card.**
- (6) Be deserving of advanced standing based upon evaluation by the JATC.**

The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.

c. Transfer of Apprenticeship - Direct Entry. In order to transfer an apprenticeship agreement between two local IBEW/NECA JATC's having a registered inside apprenticeship program, the following requirements must be met.

- (1) The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.**
- (2) The apprentice's sponsoring JATC must agree to the transfer.**
- (3) The receiving JATC must agree to accept the transfer.**
- (4) The parent organizations of both JATC's (the two NECA Chapters and the two IBEW Local Unions) must agree to the transfer.**
- (5) The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.**
- (6) The transferring apprentice must:**
 - (a) Complete an application form**

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- (b) Provide to the JATC documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement-properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files and shall be maintained in the same manner as other records are.**
- (c) Take the same aptitude test required of all other applicants (if they have not already done so.)**
- (d) Upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.**
- (e) Registration proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.**

Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an IBEW/NECA Inside apprenticeship program.

- d. An individual that has satisfactorily completed a Construction Industry Pre-Apprenticeship program, approved and articulated with this JATC, may be placed into the "Pool of Eligible Applicants" to satisfy apprenticeship utilization goals established by construction contracts. For individuals to be considered they must:**
 - (1) Provide documentation of satisfactory completion of the pre-apprenticeship program.**
 - (2) Meet the minimum qualifications of the program including Interview**

This is a form of Direct entry

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- e. **Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship provided:**
 - (1) **The employer is an approved training agent of these standards.**
 - (2) **The applicant has met the minimum qualifications.**

- f. **An "Approved Training Agent" may select an apprentice applicant from outside of the JATC's Pool of Eligible Applicants when:**
 - (1) **The JATC has no apprentices on the Out of Work list.**
 - AND**
 - (2) **The JATC has no qualified applicants available from the Pool of Eligible Applicants.**

All applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL individuals being offered an apprenticeship will be required to take and pass a pre-employment urinalysis drug-screening test before being registered. Expense of the drug test will be paid by the JATC.

B. Equal Employment Opportunity Plan:

- 1. **Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. **Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**
- 3. **Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).**
- 4. **Engage in any other such action to insure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.**

C. Apprentice applicant appeals procedure:

- 1. **An Appeals Committee is hereby established, composed of one member appointed by labor, one member appointed by management and a public member appointed by both these members.**

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- 2. Where an Appeals Committee exists under an established referral procedure and it is of this type, it shall be used for this purpose.**
- 3. Management and labor shall mutually agree to and select the public member of this Committee.**
- 4. The authority of the Appeals Committee shall be limited to the rendering of decision on cases involving unjust treatment of applicants for the apprentice program in the matter of selection.**
- 5. Any appeal must be filed within fifteen (15) working days of the date of notification of the applicant as to the decision of the Apprenticeship Committee regarding his/her application.**
- 6. A copy of the appeal shall be filed with the Apprenticeship Committee.**
- 7. The Apprenticeship Committee must file a written answer to the appeal within thirty (30) days of receipt of the copy of the appeal.**
- 8. The Appeals Committee shall consider the written evidence and shall on request, grant a hearing.**
- 9. A final decision shall be rendered within thirty (30) days of the date of the filing of the appeal to the Appeals Committee.**
- 10. Decisions of the Appeals Committee shall be final and binding upon the Apprenticeship Committee and the applicant.**

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

A. Inside Electrician

The JATC shall see that each apprentice completes a minimum of 8,000 hours and/or up to 10,000 hours based on evaluations and determination made by the JATC, of reasonably continuous supervised employment, On the Job Training (OJT) and may require more than five (5) years to complete in view of possible

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employment lapses. The JATC shall attempt to provide for participation in all of the work processes as outlined in Section VIII of these standards.

The apprentice shall participate in a minimum of 210 hours of Related Supplemental Instruction (RSI) educational courses per year during which the JATC shall require each apprentice to satisfactorily complete the NJATC Five-Year Inside Electrical Apprenticeship Course Material, outside the normal work hours. Additional courses may be required by the JATC outside the Five-Year program.

B. Low Energy/Sound and Communication

The JATC shall see that each apprentice completes a minimum of 4,800 hours of reasonably continuous supervised employment, On the Job Training (OJT), and may require more than three (3) years to complete in view of possible employment lapses. The JATC shall attempt to provide for participation in all of the work process as outlined in Section VIII of these standards.

The apprentice shall participate in a minimum of 160 hours of Related Supplemental Instruction (RSI), educational courses per year during which the JATC shall require each apprentice to satisfactorily complete the NJATC Telecommunications Installer Technician Apprenticeship Course material outside the normal work hours.

C. Residential Electrician

The JATC shall see that each apprentice completes a minimum of 4000 hours of reasonably continuous supervised employment, On the Job Training (OJT), and may require more than three (3) years to complete in view of possible employment lapses. The JATC shall attempt to provide for participation in all of the work process as outlined in Section VIII of these standards.

The apprentice shall participate in a minimum of 165 hours of Related Supplemental Instruction (RSI), educational courses per year during which the JATC shall require each apprentice to satisfactorily complete the NJATC Residential Electrical Apprenticeship Course material outside the normal work hours.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

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- Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that 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 of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

During the initial probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.

Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the initial probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the initial probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.

Prior to the end of the initial probationary period, action must be taken on each probationary apprentice to end the probation or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

A. Inside Electrician

The first 2,000 hours of OJT and satisfactory performance in related supplemental instructional educational courses up to the completion of the first school year shall constitute the initial probationary period. During this period the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations. Furthermore, the Registration Agency shall be notified of any extension of the initial probationary period (documenting action taken to address the issue(s) involved) in lieu of terminating the apprenticeship agreement.

B. Low Energy/Sound and Communications

The first 960 hours of employment after the signing of the Agreement shall constitute the initial probationary period. During this period, the apprenticeship registration may be canceled by either party without the

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formality of a hearing. The registration agency shall be notified of such cancellations.

C. Residential Electrician

The first 800 hours of OJT and one year of related classroom training for apprentices shall constitute the initial probationary period. During this period, the apprenticeship registration may be canceled by either party without the formality of a hearing. The registration agency shall be notified of such cancellations.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

A. Inside Electrician

An employer shall employ only registered apprentices secured from the Committee. The Committee shall allow each qualified employer a ratio of two (2) apprentices to three (3) journey-level workers per job site, but only when registered apprentices are available. Such a ratio shall not be exceeded unless agreed to per the Collective Bargaining Agreement.

B. Low Energy/Sound and Communications

Every employer who employs one or more telecommunications technician steadily may have one telecommunications apprentice and may have one additional telecommunications apprentice for every one additional telecommunications technician on the job site. Telecommunications technician apprentices will constitute the only class of employees learning the trade and shall be given every opportunity and encouragement to master it. Such a ratio shall not be exceeded unless agreed to per the Collective Bargaining Agreement.

C. Residential Electrician

Every training agent who steadily employs one or more residential journey-level workers may have two residential apprentices for every residential

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journey-level worker on the job in conformance with the Collective Bargaining Agreement.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

To be advanced, the apprentice must have satisfactorily completed the following requirements:

- **Successful progress and/or completion of related training requirements**
- **Satisfactory and current on-the-job training evaluation reports**
- **All monthly work progress reports turned in on time**
- **Completion of OJT hours requirement**
- **All tuition and book fees must be paid**
- **Satisfactory Instructor reports**

A. Inside Electrician

Subject to change as per the Collective Bargaining Agreement. Apprentices registered after May 31, 2010 the following applies

Step	Number of hours/months	Percentage of journey-level rate	Related Training Completed
1	0000 - 1000 hours	48%	Plus Satisfactory Progress
2	1001 - 2000 hours	48%	Plus Satisfactory Progress
3	2001 - 3000 hours	48%	Plus Satisfactory Progress
4	3001 - 4000 hours	48%	Plus Satisfactory Progress
5	4001 - 5000 hours	50%	Plus Satisfactory Progress
6	5001 - 6000 hours	55%	Plus Satisfactory Progress
7	6001 - 7000 hours	65%	Plus Satisfactory Progress
8	7001 - 8000 hours	75%	Plus Satisfactory Progress
9	8001 - 9000 hours	85%	Plus Satisfactory Progress
10	9001 - 10,000 hours	90%	Plus Satisfactory Progress

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Apprentices during the first Three-Thousand (3,000) hours of OJT (periods 1, 2, 3) shall have their wage percentages reduced while working under the terms of the "Eastern Washington Region" IBEW Ninth District Market Advancement Memorandum of Understanding (MOU).

Apprentices registered prior to May 31, 2010 the following applies.

Step	Number of hours/months	Percentage of journey-level rate	Related Training Completed
1	0000 - 1000 hours	45%	Plus Satisfactory Progress
2	1001 - 2000 hours	50%	Plus Satisfactory Progress
3	2001 - 3500 hours	55%	Plus Satisfactory Progress
4	3501 - 5000 hours	65%	Plus Satisfactory Progress
5	5001 - 6500 hours	75%	Plus Satisfactory Progress
6	6501 - 8000 hours	85%	Plus Satisfactory Progress

B. Low Energy/Sound and Communications

Subject to change as per the Collective Bargaining Agreement.

Step	Number of hours/months	Percentage of journey-level rate	Related Training Completed
1	0000 - 0800 hours	55%	Plus Satisfactory Progress
2	0801 - 1600 hours	60%	Plus Satisfactory Progress
3	1601 - 2400 hours	65%	Plus Satisfactory Progress
4	2401 - 3200 hours	70%	Plus Satisfactory Progress
5	3201 - 4000 hours	80%	Plus Satisfactory Progress
6	4001 - 4800 hours	85%	Plus Satisfactory Progress

C. Residential Electrician

Subject to change as per the Collective Bargaining Agreement.

Step	Number of hours/months	Percentage of journey-level rate	Related Training Completed
1	0000 - 1000 hours	50%	Plus Satisfactory Progress
2	1001 - 2000 hours	60%	Plus Satisfactory Progress
3	2001 - 3000 hours	70%	Plus Satisfactory Progress
4	3001 - 4000 hours	80%	Plus Satisfactory Progress

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and 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.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

<u>A. Inside Electrician</u>	<u>Approximate Hours</u>
1. RESIDENTIAL: Wiring of residences, duplexes, and small apartment buildings and necessary shop work and preparation.....	1,000 - 1,500
2. COMMERCIAL: Wiring of public, commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation	3,500 - 4,000
3. INDUSTRIAL: Wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same; and the necessary shop work and preparation	2,500 - 3,000
4. SPECIALIZED SYSTEMS: Wiring of systems which include sound data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television, programmable controllers, and nurse call systems	1,000 - 1,500
TOTAL HOURS:	8,000 - 10,000

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B. <u>Low Energy/Sound and Communications</u>	<u>Approximate Hours</u>
1. RESIDENTIAL: Wiring of residences, duplexes, and small apartment buildings and necessary shop work and preparation.	400
2. COMMERCIAL: Wiring of public, commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation.	2000
3. INDUSTRIAL: Wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same; and the necessary shop work and preparation.....	1000
4. SPECIALIZED SYSTEMS: Wiring of systems which include sound data transmission, telephone, LAN, fiber optics, closed circuit television, fire alarm systems, energy management systems, security systems and the servicing and troubleshooting of telecommunications systems.	1400
TOTAL HOURS:	4800

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C. <u>Residential Electrician:</u>	<u>Approximate Hours</u>
1. Wiring of outlets in single family residences	1300
2. Wiring of outlets in multiple family residences.....	500
3. Wiring of outlets in apartment buildings.....	500
4. Wiring for service connection meters & distribution.....	300
5. Major appliance installation and service.....	100
6. Remodeling of residential buildings.....	500
7. Mobile home services	100
8. Low voltage controls.....	100
9. Installation, service & controls of electric heat	500
10. Installation, service & control of air-conditioning.....	100
TOTAL HOURS:	4000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify):

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

Inside Electrician

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210 hours while satisfactorily completing the NJATC Inside Electrical Apprenticeship Course Material. Additional courses may be required by the JATC

Low Energy/Sound and Communications

160 hours while satisfactorily completing the NJATC Telecommunications Installer Technician Apprenticeship Course Material.

Residential Electrician

165 hours while satisfactorily completing the NJATC Residential Electrical Apprenticeship Course Material.

- twelve-month period from date of registration.*
- defined twelve-month school year: (insert month) through (insert month).
- two-thousand hours of on the job training.

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

Additional Information:

- A. Each apprentice shall be required to take related instructions away from the job for the minimum hours indicated per skilled occupation for each year of the training period. The time spent in this related classroom instruction shall be in addition to the required hours of "on-the-job" training.**
- B. The Apprenticeship Committee shall recommend competent instructors whose knowledge, experience, and ability to teach shall be carefully examined.**
- C. Each apprentice will receive safety training on the job and in the classroom to ensure that the electrician will be a safe worker in all respects.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage

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advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

1. Duties of the Committee:

- a. **The groups cooperating in these Standards shall refer all problems pertaining to apprenticeship to the Committee for action and disposal before action is reported to the sponsoring organizations.**
- b. **In the event the employer and the employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement.**
- c. **All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund.**
- d. **The Committee shall make an annual report to the respective employer/employee organizations covering its work for the preceding year.**
- e. **The Committee shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such a policy statement shall be subject to revision by the Committee.**
- f. **The Apprenticeship Committee shall secure such course material and equipment as may be necessary.**

2. Previous Experience:

Candidates with previous experience in the electrical trade can ask for and have such experience evaluated by the Committee. Where such experience

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warrants it, the Committee will place the apprentice in the appropriate period, and such advance credit shall be subject to review prior to his/her next advancement.

3. Advancement of Apprentices:

- a. **The JATC shall examine the progress of the apprentice on the job and in related instruction on a regular basis. A performance evaluation form shall be used. The JATC will also receive a monthly OJT training report showing the experience and training in the various work processes.**
- b. **The JATC shall evaluate the apprentice's overall performance and accomplishments on the job and in related instruction at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.**
- c. **Once an apprentice has completed the required related supplemental instruction and the required hours of on-the-job training, the apprentice has officially completed their term of apprenticeship. Within 30 days of completing the RSI and OJT requirements of their program, they are required to make application to the Electrical Section to take the appropriate certificate of competency examination. Any apprentice who fails the examination is encourage to seek additional study material and tutoring as determined by the JATC.**

4. Adjustment of Differences: Cancellation of Registration:

- a. **The Committee may cancel the Apprenticeship Registration and remove the apprentice from the apprenticeship program for Cause. Such removal by the Committee shall cancel his/her classification of apprentice and his/her opportunity to complete his/her training.**
- b. **Any apprentice shall have the right to appear before the Committee if the probationary period is completed.**
- c. **The Apprentice Registration may also be canceled by mutual consent of all parties of the registration.**
- d. **The Washington State Apprenticeship and Training Council shall be notified of all such cancellations.**

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- e. **The JATC has a zero tolerance policy regarding drug and/or alcohol use. Apprentices are required to maintain compliance with the electrical industry drug free workplace program. Failure to pass a random drug and/or alcohol test during the probationary will result in Immediate cancellation of the apprenticeship agreement and immediate termination from the employer. Committee appearance is not allowed under these circumstances.**
5. **Complaint Procedure: Refer to WAC 296-05 Complaint Review Procedures, included in your Policy and Procedure Manual.**
6. **Certificate of Completion:**
 - a. **At completion of the term of apprenticeship, the Committee shall interview and examine the apprentice. If satisfactory in all phases of his/her training, the Committee will so certify to the sponsoring parties. If not satisfactory, the term of apprenticeship may be extended.**
 - b. **The Committee will present the apprentices with a Certificate of Completion. These certificates shall be approved and signed by the officers of the Committee.**
7. **Safety and Health Training:**
 - a. **The employer shall instruct the apprentice in safe and healthful work practices and shall ensure the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor and under Public Law 91-596, dated December 20, 1970 as amended by Public Law 101-552 dated November 5, 1990, or State or local standards that have been found to be at least as effective as the Federal standards.**
 - b. **While on the job site, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.**
 - c. **The JATC shall see that all apprentices complete CPR/First Aid training during their apprenticeship. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. NOTE: This training requires additional classroom hours.**

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8. Statement of Policy:

The Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards, and the published policies of the Apprenticeship Committee.

9. Qualifications of Employers:

- a. An employer who is eligible to train apprentices shall meet the qualifying requirements as set forth below and be able to provide the necessary work experience for training.**
- b. An employer is a person, firm or corporation meeting the following qualifications in the judgment of the Apprenticeship Committee:**
 - (1) Sufficient knowledge, experience and financial responsibility;**
 - (2) Maintain a permanent place of business as a shop.**
 - (3) Are open to the public during normal business hours;**
 - (4) Maintain suitable financial status to meet payroll weekly;**
 - (5) Employ at least one (1) journey-level worker continuously as per the ratio policy;**
 - (6) An agreement for funding for the purpose of maintaining the Apprenticeship and Training Program will be entered into with each employer prior to employer certification as a training agency.**

10. Apprentices' Hours & Supervision:

- a. An apprentice is to be under the supervision of a federal or state qualified Journey-level Electrician at all times. Federal or state qualified Journey-level electricians are not required to constantly watch the apprentice, but are to lay out the work required and permit the apprentice to perform the work on his/her own. Federal or state qualified Journey-level electricians are permitted to leave the immediate work area without being accompanied by the apprentice.**
- b. The apprentice's work shall not interfere with attendance at related school instruction classes. Supervision should not be of such a nature as to prevent the development of responsibility and initiative.**

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- c. The instructors shall give periodic examination and report the results to the Apprenticeship Committee so that the apprentice's progress may be checked and corrective measures applied where necessary.
- d. Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided the two JATC's, their respective parent organizations and the apprentice agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement clearly indicating that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with such instruction to return to the JATC with whom they are registered may result in the termination of the apprentice's apprenticeship agreement; in which case, they would no longer be employable under the CBA in the jurisdiction.

11. Apprenticeship Agreement:

- a. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.
- b. Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's written Rules and Policies, the apprenticeship agreement and sections of the CBA that pertains to the Apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.

B. Local Apprenticeship Committee Policies

POLICIES AND PROCEDURES
FOR THE
INLAND EMPIRE ELECTRICAL TRAINING TRUST
A JOINT COMMITTEE OF THE
INLAND EMPIRE CHAPTER
NATIONALELECTRICALCONTRACTORS
ASSOCIATION
AND THE
INTERNATIONAL BROTHERHOOD OF ELECTRICAL

INLAND EMPIRE ELECTRICAL TRAINING TRUST

WORKERS LOCAL #73

INTRODUCTION

As the Electrical Construction Industry continues to change and improve, the education and training must change and improve. The Inland Empire Electrical Training Trust, Joint Apprenticeship and Training Committee strives to provide the education and training to meet the need of the electrical industry. Foremost is the training and education of the younger generations through Apprenticeship for the future of the Electrical Construction Industry.

The Policies and Procedures adopted by the Inland Empire Electrical Training Trust, JATC are stringent to promote a quality trades person in the Electrical Construction Industry. The Electrical Construction Industry is responsible for maintaining the apprenticeship training program and the apprentices have an obligation to the Industry to conduct themselves in a responsible manner.

Through Apprenticeship, Labor and Management strive to make the Electrical Construction Industry the leading industry in today's global marketplace.

J.A.T.C. RESPONSIBILITIES

ARTICLE 10. PURPOSE OF POLICIES AND PROCEDURES

The purpose of these policies and procedures is to unify the training program, which covers the jurisdiction of Local #73 of the I.B.E.W. and the Inland Empire Chapter of the N.E.C.A. This is a joint venture between Labor and Management to provide the industry with qualified trades person for the future of the industry.

- 10.1 The JATC is authorized to administer and enforce these Apprenticeship policies and procedures under the guidelines of the Standards registered with the State of Washington, Department of Labor and Industries, Apprenticeship Section.**
- 10.2 These Standards shall be governed by the Washington State Apprenticeship Act (RCW 49.04) and the Federal Labor Standards (29 CFR 29), which govern employment and training in apprentice-able occupations.**

ARTICLE 20. RELATED TRAINING REQUIREMENTS

APPRENTICE RESPONSIBILITIES

- 20.1 Apprentices will be required to attend a minimum of 210 hours for Inside, 160 hours for Low Energy Sound/Comm, and 165 hours for Residential related educational courses per year of apprenticeship. School hours and dates are sent to each apprentice before the school year begins.**

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- a) Each Apprentice is responsible for keeping track of missed time and making arrangements with their instructor to make up any such time.
- b) Tardiness will not be tolerated and will be noted by the instructor for makeup time.
- c) Any eight (8) hours of absenteeism noted by the instructor will receive an additional two (2) hours of makeup time.
- d) All makeup time will be done on the scheduled makeup days specified by the instructor.
- e) The responsibility rests solely with the apprentice to complete all lessons, tests, topics missed due to absenteeism to the satisfaction of the instructor.
- f) Any apprentice that accumulates makeup time that exceeds thirty-two (32) hours during any school year will be scheduled to appear before the JATC for disciplinary actions, which could include the repeat of the school year with any upgrades withheld until completion or termination from the program.
- g) The last makeup day is two (2) weeks after all classes are finished for the year.
- h) Any apprentice that fails to make up time prior to the last makeup day will be scheduled to appear before the JATC for disciplinary action. Such action may include but not limited to removal from the contractor until time is made up, repeat of the school year with any upgrades withheld until completion, or termination from the program.
- i) An apprentice who has not paid School Fees prior to the first day of class for their scheduled week of school will not be allowed in class. Every class session that is missed because of non-payment of School Fees will be an unexcused absence and made up under normal procedures.
- j) Vacations and appointments will not be scheduled during the related training class times. Exceptions may be made through the JATC and only when requested in writing.
- k) It is the responsibility of the apprentice to immediately notify their employer as to the date and time of their makeup class.

20.2 It is the responsibility of each apprentice to be punctual, attentive, dependable, and neat appearing with regard to classroom conduct. Apprentices shall be in the classroom with the proper educational materials (books, calculator, pencils, notepaper, hand tools, etc.), substantial amount of homework completed and all reading done prior to coming to class. Each apprentice is to be ready and on time for their scheduled time of Related Supplemental Instruction. Educational materials shall be the responsibility of each apprentice.

- a) Any apprentice who is not prepared for their scheduled class session, disruptive, indecent, non-respectful, and/or non-attentive can be asked to leave until prepared. Any time missed will be noted by the instructor for makeup time.
- b) Any apprentice who fails to return to class following a break or decides to leave early, without proper notification to the instructor shall be marked absent for the entire class.
- c) All devices (cell phones, PDA's I-Pods, laptop computers, etc.) shall be turned off.

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- d) Engaging in lewd, indecent, or obscene behavior (including language) will not be tolerated.**
- e) Clothing, etc. with rude or suggestive pictures or phrases will not be tolerated.**
- f) Any horse play will result in the apprentice(s) being asked to leave and any time missed will be noted by the instructor and made up.**
- g) Being respectful of the Instructor and Fellow Apprentices is expected at all times. This includes but is not limited to disrupting of class with outside conversation.**
- h) Eye protection and lab dress code will be enforced at all times in any lab station or when working with hand tools, power tools, or any energized circuit. No lab protection will result in no lab time and all time missed will be made up. Safety glasses will be provided by the apprenticeship.**
- i) No alcohol, non-prescription drugs or controlled substances will be allowed on school grounds. Any apprentice under the influence of alcohol or drugs will not be allowed in class and will be subject to disciplinary action.**
- j) Smoking, eating or drinking will not be allowed during regular class participation time in any of the classrooms or lab areas. Smoking is allowed outside only.**
- k) It is the apprentice's responsibility to inform the Trust office of any address or phone number changes.**

20.3 Apprentices shall maintain a 75% grade point average at year-end or be subject to disciplinary action. Such action could include the repeat of the school year with any scheduled upgrades held until completion, or termination from the program.

- a) Homework is to be substantially completed and turned in on dates and times noted by the instructor. Homework will be averaged and entered as one test score for that week of school and graded on effort, substantial completion, and accuracy of answers.**
- b) Any test missed due to absence will be the responsibility of the apprentice to keep track of and schedule a time at the convenience of the instructor between the hours of 7:00am and 4:00pm Monday thru Friday to take the test prior to the next scheduled week of school or the test will result in a zero (0) grade.**
- c) Makeup scores will have an automatic deduction of ten (10) percent off the final score. The Committee may waive this deduction if the apprentice shows a written legitimate excuse.**
- d) If an apprentice is caught cheating during a test and/or fails to turn in a test when asked, the test will be taken away resulting in a zero (0) grade.**
- e) Any lab missed due to absence will result in a zero (0) grade, unless deemed a lab that can be made up prior to the next scheduled week of school.**
- f) Any apprentice messing with another apprentice's lab will be asked to leave the lab area, resulting in a zero (0) grade.**
- g) A maximum of six (6) bonus test points per week of class can be awarded to apprentices for attending pre-approved electrical functions, two (2) points per function. It is the apprentices responsibility to sign-in for each event in order to get credit.**

INLAND EMPIRE ELECTRICAL TRAINING TRUST

ARTICLE 30. ON-THE-JOB TRAINING REQUIREMENTS

APPRENTICE RESPONSIBILITIES

- 30.1** Each apprentice shall maintain a regular on-the-job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure to comply will result in severe disciplinary action by the JATC.
- 30.2** An apprentice shall not refuse a job assignment. A refusal of a job assignment will place the apprentice at the bottom of the out of work list and before the JATC at the next regular meeting for possible disciplinary action.
- 30.3** An apprentice shall not quit any job assignment without first contacting the Training Director or the Chairman or Secretary of the JATC, Likewise, any Contractor, before terminating an apprentice for any reason other than Reduction of Force, shall contact the Training Director and advise him of the reason.
- 30.4** When terminated, an apprentice shall sign the out-of-work list within four days of the termination.
- 30.5** Apprentices will be issued assignment slips at the Trust office. If an apprentice through no fault of his own is returned to the out-of-work book in less than 21 calendar days, that apprentice will retain their prior place on the book.
- 30.6** Drug testing is required as a condition of employment.
- 30.7** Apprentices shall perform all the duties and tasks on the job as are associated with the craft and the apprenticeship.
- 30.8** Each apprentice will be responsible for maintaining a progress report book with a copy each month to be turned into the Trust office by the 10th day of the following month. Progress reports not turned in by the 10th day will result in the next scheduled upgrade being delayed for 30 days. Three offenses will result in the apprentice being scheduled to appear before the JATC for disciplinary action, such action could include but not limited to termination or suspension from the program.
- 30.9** Hours worked, working conditions, overtime, health and welfare and pension provisions are those agreed upon in the Collective Bargaining Agreement currently in effect between the Inland Empire Chapter of the NECA and the Local Union #73 of the IBEW.
- 30.10** Work habits that include safety violations, sloppy workmanship, negative attitudes, or refusal of assigned work will result in an apprentice being sent home until he/she appears before the JATC at the next regularly scheduled meeting. The importance of maintaining good customer relations for the IBEW and NECA is critical. Work place

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behaviors or actions by apprentices that threaten positive relations with customers will not be tolerated.

30.11 The use of alcoholic beverages, non-prescription drugs or other controlled substances on the job shall be reason for the apprentice to be canceled from the Apprenticeship program.

30.12 It is the responsibility of the apprentice to be punctual, respectful, attentive, dependable and neat appearing with regard to on-the-job conduct.

30.13 It is the responsibility of the apprentice to provide themselves with the proper tools as suggested in the following tool lists.

RECOMMENDED TOOL LISTS:

Inside and Residential Programs

Belt and tool pouch	1 - Torpedo Level
Hammer	1 - Pair wire strippers
Hacksaw	1 - Phillips screwdriver
Tool Box	600 Volt Pouch-Type Voltage Tester
Tape measure, 25' or less	Pencil & pocket notepad
1 - Multi-tip Screwdriver	Awl or center punch
1 - 6" Screwdriver	1 - #2 Lock recess screwdriver
1 - Pair 9" Lineman's pliers – (Kliens)	1 - 8" Crescent (adjustable) wrench
2 - Pair of Channel lock pliers	Combo wrenches - 3/8", 7/16", 1/2", & 9/16"
1 - Pair Side cutting dikes	Seven piece spin tites, up to 1/2"
1 - Pair Needle nose pliers	Allen wrenches, up to 3/8"
1 - Knife	Keyhole saw
1 - Flashlight	
1 - Tri-tap tool	

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Low Energy Sound & Comm. Program

Belt and tool pouch	1 - Torpedo Level
Hacksaw	1 - Pair wire strippers
Tape measure, 25' or less	1 - Phillips screwdriver
1 - Multi-tip Screwdriver	Pencil & pocket notepad
2 - Pair of Channel lock pliers	1 - #2 Lock recess screwdriver
1 - Pair Needle nose pliers	1 - 8" Crescent (adjustable) wrench
1 - Knife	Allen wrenches, up to 3/8"
1 - Flashlight	Keyhole saw
1 - Tri-tap tool	Flush Cuts or Side Cuts
Impact tool (No blades)	Lineman Snips/Electrician's Scissors
V.O.M. (Optional)	Toner & Inductive Amplifier

ARTICLE 40. TRAINING CENTER

MAINTENANCE OF THE TRAINING CENTER

40.1 Apprentices shall endeavor to maintain the Training Center in a clean and tidy condition.

40.2 Apprentices who are found intentionally damaging or defacing the Training Center will be subject to severe penalties by the JATC.

ARTICLE 50.

RESPONSIBILITY OF THE INSTRUCTOR/TRAINING DIRECTOR

50.1 Records will be maintained by the instructor, recording when an apprentice is in attendance, absent or late in arriving at the start of class. The instructor shall notify the Training Director in writing each week of all apprentices absent or late for class.

50.2 The Training Director shall maintain a monthly report containing test results with continuation of average grades for the month, attendance and other comments included. This monthly report shall be reviewed by the JATC at their regularly scheduled meetings for action.

50.3 Scheduled class breaks will be at the discretion of the instructor.

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

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Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

- Prior to: 20 calendar days of intention of disciplinary action by a sponsor
- Sponsors must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action must be sent to the apprentice

- Within: 30 calendar days request for reconsideration from the sponsor
- Apprentice to request sponsor to reconsider their action

- Within: 30 calendar days of apprentice's request for reconsideration
- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 calendar days of final action
- Apprentice must submit the complaint in writing to the Department
 - Must describe the controversy and provide any backup information
 - Apprentice must also provide this information to the local sponsor

- Within: 30 business days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

- Within: 30 calendar days of supervisor's decision, request for WSATC hearing
- Request must be in writing
 - Must specify reasons supporting the request
 - Request and supporting documents must be given to all parties
 - WSATC must conduct the hearing in conjunction with the regular quarterly meeting

- Within: 30 calendar days after hearing
- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or 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. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

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

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on 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.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor, with copy of minutes
- Journey Level Wage Rate – annually, or whenever changed
- Request for Revision of Standards - as necessary

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- Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. 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 the related/supplemental instruction 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.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion

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- Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. 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.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, 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 sponsor 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 sponsor or 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.
 5. 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.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently

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participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

1. **Members of the Apprenticeship Committee shall be selected by the groups they represent. The term of office shall be for three (3) years. The term of one (1) employer representative and one (1) employee representative to expire each year with vacancies to be filled in the same manner as the original appointments were made. An Apprenticeship Committee member may succeed themselves. An Apprenticeship Committee shall select from its membership, but not from the same group, a chairman and secretary who shall retain voting privileges.**
2. **Any member of the Apprenticeship Committee may be removed for cause and replaced by proper action on the part of the organization, which he/she represents.**
3. **Any officer or Apprenticeship Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Apprenticeship Committee, for dereliction of duty or misconduct in office.**

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Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.

4. **Consultants may be invited to attend meetings of the Apprenticeship Committee but shall have no official voice or vote.**
5. **The Apprenticeship Committee may establish or authorize a joint subcommittee to be similarly constituted and selected for training other than apprenticeship.**
6. **The Inland Empire Electrical Training Trust Electrical Apprenticeship Committee shall be composed of six (6) members; three (3) members representing the Inland Empire Chapter of the National Electrical Contractors' Association and three (3) members representing the International Brotherhood of Electrical Workers, Local Union No. 73, Spokane, Washington.**

Quorum: Four (4) members of the committee or subcommittees, two (2) from each of the sponsoring parties shall be a quorum for the transaction of business, but each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Dave Chally, Chairman
NECA
1715 North Atlantic St.
Spokane, WA 99205**

**Marvin Seal
NECA
1715 North Atlantic St.
Spokane, WA 99205**

**Steve Bradley
NECA
1715 North Atlantic St.
Spokane, WA 99205**

**Bruce Carter
NECA
1715 North Atlantic St.
Spokane, WA 99205**

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The employee representatives shall be:

Aaron Hill, Secretary
IBEW Local 73
1616 North Washington Street
Spokane, WA 99205

Gordon Vally
IBEW Local 73
1616 North Washington Street
Spokane, WA 99205

Ken Brown
IBEW Local 73
1616 North Washington Street
Spokane, WA 99205

Tim Taggart
IBEW Local 73
1616 North Washington Street
Spokane, WA 99205

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 approved by the main committee.

Low Energy/Sound and Communications

The employer representatives shall be:

Yancy Eldridge, Secretary
3327 E Olive
Spokane, WA 99202

Darrell Larson
715 E Sprague Suite 115
Spokane, WA 99202

The employee representatives shall be:

Greg Andrus, Chairman
1616 N Washington
Spokane, WA 99205

John Mix
8705 N County Homes
Spokane, WA 99218

Shawn Berlinger, Alternate
5127 N Adams
Spokane, WA 99201

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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.

**Todd Turner
3210 E. Ferry Avenue
Spokane, WA 99201**