



APPRENTICESHIP PROGRAM STANDARDS
adopted by

SEATTLE MACHINISTS APPRENTICESHIP COMMITTEE

(sponsor name)

Table with 3 columns: Occupational Objective(s), SOC#, and Term [WAC 296-05-315]. Rows include ASSEMBLY MACHINIST, GEAR MACHINIST, MACHINIST, MAINTENANCE MACHINIST, MARINE MACHINIST, SOFT TOOLER, and TOOL AND DIE MAKER.



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

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# SEATTLE MACHINISTS APPRENTICESHIP COMMITTEE

## INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

**The following standards of apprenticeship, Seattle Machinists', with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will,**

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

### **I. GEOGRAPHIC AREA COVERED:**

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

**The area covered by these Standards shall be King County, Skagit County, and Whatcom County with headquarters in Seattle, Washington, except the facilities of the Boeing Airplane Company, and Snohomish County.**

### **II. MINIMUM QUALIFICATIONS:**

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

Age: **Minimum age 18**

Education: **High school graduation or GED equivalent or proof of graduation from a vocational or technical school (2-year degree) will be accepted.**

Physical: **Physically able to perform the trade.**

Testing: **N/A**

Other: **N/A**

### **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

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program as required by the rules of the Washington State Apprenticeship and Training Council.

### A. Selection Procedures:

**The following is the hiring and application procedure adopted by the Seattle Machinists' Apprenticeship Committee in compliance with the State Apprenticeship and Training Council rules and regulations.**

- 1. The Seattle Machinists' Apprenticeship Committee does not serve as a referral agency for apprenticeship applicants. Persons desiring to become apprentices under the Seattle Machinists' Apprenticeship Committee must apply directly to employers who are approved by the Committee for such training.**

**Apprentice applicants can obtain application information at the office of the Secretary of the Apprenticeship Committee. Address: District Lodge 160, 9135 15th Place South, Seattle, WA 98108.**

- 2. Persons who become employed as apprentices by employers approved by the Committee and who provide verification of age and education qualifications shall be informed of their obligations under the standards established for the trade. Applicants who are accepted by the Committee shall be formally registered to the employers involved.**
- 3. The Committee shall evaluate each applicant's prior experience and work history in order to place the applicant into the program at the proper level of work experience and wage progression.**
- 4. The Seattle Machinists' Apprenticeship Committee shall be responsible for obtaining signed agreement forms from all individual employers who are approved to hire and train apprentices, which shall state that the employer will comply with the State of Washington Affirmative Action Plan. Agreement forms are to be furnished by the Washington State Apprenticeship and Training Council. When they have been executed by the individual employers, the forms are to be forwarded to the Council.**

### B. Equal Employment Opportunity Plan:

- 1. The Apprenticeship sponsor's Affirmative Action Plan shall include dissemination of information concerning the nature of apprenticeship, availability of apprenticeship openings, source of applications, and the equal opportunity policy of the sponsor. Such information shall be given to the U.S. Dept. of Labor Office of Apprenticeship, local schools, local WorkSource offices of the Employment Security Department, community organizations which effectively reach minority and women's (minority and non-minority) groups, and newspapers circulated in the minority community.**

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2. **The sponsor shall participate in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
3. **The sponsor shall grant credit for previous trade experience or trade-related courses for all applicants equally.**

### C. Discrimination Complaints:

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

## IV. TERM OF APPRENTICESHIP:

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

- A. **The term of apprenticeship for Tool and Die Maker shall be 9,280 hours of employment.**
- B. **The term of apprenticeship for Assembly Machinist, Gear Machinist, Machinist, and Maintenance Machinist shall be 7,424 hours of employment.**
- C. **The term of apprenticeship for Marine Machinist and Soft Tooler shall be 5,568 hours of employment.**

## 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

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apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.

- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
  - 1. **All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding 1000 hours of work.**
  - 2. **During this probationary period, annulment of the apprenticeship agreement will be made by the Apprenticeship Committee upon request of either party, and due written notice shall be given to the Washington State Apprenticeship and Training Council.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS**

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

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

**Every shop which employs one (1) journey-level worker steadily may have one (1) apprentice and one (1) apprentice for every additional four (4) journey-level workers steadily employed.**

**At no time shall the ratio exceed one apprentice per journey-level worker per shop**

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### **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

##### **1. Tool and Die Maker:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0928 hours</b>	<b>68%</b>
<b>2</b>	<b>0929 - 1856 hours</b>	<b>72%</b>
<b>3</b>	<b>1857 - 2784 hours</b>	<b>76%</b>
<b>4</b>	<b>2785 - 3712 hours</b>	<b>80%</b>
<b>5</b>	<b>3713 - 4640 hours</b>	<b>84%</b>
<b>6</b>	<b>4641 - 5568 hours</b>	<b>88%</b>
<b>7</b>	<b>5569 - 6496 hours</b>	<b>92%</b>
<b>8</b>	<b>6497 - 7424 hours</b>	<b>96%</b>
<b>9</b>	<b>7425 - 8352 hours</b>	<b>97.5%</b>
<b>10</b>	<b>8353 - 9280 hours</b>	<b>99%</b>

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**2. Assembly Machinist, Gear Machinist, Machinist, and Maintenance Machinist:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0928 hours</b>	<b>68%</b>
<b>2</b>	<b>0929 - 1856 hours</b>	<b>72%</b>
<b>3</b>	<b>1857 - 2784 hours</b>	<b>76%</b>
<b>4</b>	<b>2785 - 3712 hours</b>	<b>80%</b>
<b>5</b>	<b>3713 - 4640 hours</b>	<b>84%</b>
<b>6</b>	<b>4641 - 5568 hours</b>	<b>88%</b>
<b>7</b>	<b>5569 - 6496 hours</b>	<b>92%</b>
<b>8</b>	<b>6497 - 7424 hours</b>	<b>96%</b>

**3. Marine Machinists (Inside or Outside) and Soft Tooler**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1856 hours</b>	<b>60%</b>
<b>2</b>	<b>1857 - 3712 hours</b>	<b>70%</b>
<b>3</b>	<b>3713 - 5568 hours</b>	<b>80%</b>

**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.

<b>A. <u>Assembly Machinist</u></b>	<b><u>Approximate Hours</u></b>
<b>1. Lathe.....</b>	<b>480</b>
<b>2. Mill .....</b>	<b>480</b>
<b>3. Layout &amp; Drill.....</b>	<b>240</b>
<b>4. Surface Grinder .....</b>	<b>240</b>
<b>5. Disassembly .....</b>	<b>1520</b>
<b>a. Determination of the gearbox disassembly procedure</b>	
<b>b. Bearing removal w/press, brg. Puller &amp; burn off w/torch</b>	
<b>c. Gear &amp; shaft disassembly</b>	
<b>d. Repair assessment</b>	
<b>6. Interference fits disassembly &amp; assembly.....</b>	<b>800</b>



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- a. Use of the hydraulic presses 100, 200, 600T
- b. Use of heat for expansion (torches, oven, brg heaters)
- c. Low temp for shrink fits, dry ice (CO2), liquid nitrogen (N)
- d. Calculation for expansion & Contraction of materials

7. Assembly .....1520

- a. Gear & shaft assembly
- b. Bearing assembly, clearance, preloads & fitting of high speed Babbit Bearings
- c. Gear alignment and tooth contact
- d. Seal assembly

8. Testing.....880

- a. Shaft alignment w/motors & Couplings
- b. Gearbox testing

9. Hydraulics & Lubrication Systems .....440

10. Electrical .....240

11. Welding & Cutting.....344

12. Shop Safety Procedures .....240

**TOTAL HOURS: 7424**

**All of the above schedules of practical work experience are designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.**

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<b>B. <u>Gear Machinist:</u></b>	<b><u>Approximate Hours</u></b>
1. Engine Lathe.....	320
2. Milling Machine .....	160
3. Drill Press .....	160
4. Tool & Cutter Grinding .....	320
5. Keyset and Spline Broaching .....	160
6. Small Gear Hobbing .....	1000
7. Small Fellows Gear Shapers .....	720
8. Thread Milling .....	320
9. Large Gear Hobbing.....	1000
10. Large Fellows Gear Shapers .....	720
11. Maag Gear Shapers .....	1000
12. Bevel Gear Generators .....	320
13. CNC Gear Hobbing .....	480
14. Gear Grinding .....	584
15. Gear Measurement & Inspection .....	160
<b>TOTAL HOURS:</b>	<b>7424</b>

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<b>C. <u>Machinist:</u></b>	<b><u>Approximate Hours</u></b>
1. Engine Lathe.....	1000
2. Milling Machine .....	880
3. Layout .....	280
4. Drill Press .....	600
5. Vertical Boring Mill.....	600
6. Horizontal Boring Mill .....	600
7. Machine Grinding	
a. Internal.....	200
b. Cylindrical .....	200
c. Surface .....	100
8. Tool & Cutter Grinding .....	200
9. Keyseat & Broach .....	200
10. Gear Cutting.....	200
11. Assembly & Bench .....	700
12. C.N.C. Turning.....	620
13. C.N.C. Milling .....	620
14. C.N.C. Programming.....	200
15. Inspection.....	224
<b>TOTAL HOURS:</b>	<b>7424</b>

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<b>D. <u>Maintenance Machinist:</u></b>	<b><u>Approximate Hours</u></b>
<b>1. Machine Operation</b>	
a. Drill presses and portable drills.....	400
b. Shaper and Planer.....	400
c. Turret and/or Engine Lathe.....	1000
d. Milling Machine .....	750
e. Boring Mills and Boring Bar .....	500
f. Tool and cutter grinding .....	200
g. Welding, brazing and cutting .....	550
<b>2. Installation and Repair of Machinery and Equipment .....</b>	<b>3624</b>
<b>The apprentice shall be given the opportunity to learn all phases of installation and repair, including trouble-shooting, disassembly, inspection, fitting, assembly aligning, balancing, and testing, both in the shop and in the field, and will include proper use of the tools of the trade normally used in doing this work.</b>	
<b>TOTAL HOURS: 7424</b>	

All of the above schedules of practical work experience are designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

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E. Marine Machinist: Approximate Hours

1. Inside Marine Machinist:

a.	Tool Crib.....	80
b.	Drill Press .....	400
c.	Shaper and Planer.....	300
d.	Engine Lathe.....	1000
e.	Turret Lathe .....	400
f.	Milling Machine .....	500
g.	Horizontal Boring Mill .....	500
h.	Vertical Boring Mill.....	500
i.	Bench Assembly .....	270
j.	Broaching and Key Seating.....	100
k.	Layout Table.....	200
l.	Welding and Cutting.....	100
m.	Surface and Cylindrical Grinding.....	208
n.	Tool and Cutter Grinding .....	230
o.	Optical Alignment.....	100
p.	Blueprint Reading and Shop Planning .....	180
q.	Outside Machinist Training (preferably after 5th period) .....	500

TOTAL HOURS: 5568

2. Outside Marine Machinist:

a.	Machine Operation .....	700
	Portable Milling Machine	
	Portable Boring Mills	
	Tool and Cutter Grinding	
b.	Main Propulsion Machinery .....	700
c.	Shafting and Propellers .....	400
d.	Optical Alignment.....	400
e.	Diesel Equipment .....	1200
f.	Auxiliary Machinery Clock Fitting .....	250
	Ordinance Equipment .....	368
	Pumps.....	300
	Deck Machinery .....	400
	Valves and Reach Rods .....	200
	Underwater Equipment.....	150
g.	Inside Machinist Training (preferably in 5th periods).....	500

TOTAL HOURS: 5568

All of the above schedules of practical work experience are designed as a guide.  
The apprentice shall be instructed and trained in all operations and methods

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customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

<b>F. <u>Soft Tooler</u></b>	<b><u>Approximate Hours</u></b>
1. Plaster Casts .....	400
2. Plaster Fairing .....	500
3. Room Temp. Laminates.....	500
4. High Temp. Laminates.....	500
5. Optical Tooling .....	500
6. Table or Mechanical Set-ups.....	400
7. Template Layout.....	400
8. Edge Filing (Laminates and Templates) .....	400
9. Tool Order system .....	100
10. Tool Design.....	200
11. Document Control .....	100
12. Adra Usage .....	200
13. Model, Jig, Gage Fab (and/or planning) .....	600
14. Purchase Orders .....	100
15. Tool Crib .....	100
16. Tool Repair .....	368
17. Shop Equipment .....	60
18. Lathe .....	70
19. Bridgeport .....	70
<b>TOTAL HOURS:</b>	<b>5568</b>

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All of the above schedules of practical work experience are designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

<b>G. <u>Tool and Die Maker:</u></b>	<b><u>Approximate Hours</u></b>
1. Shaper .....	1000
2. Drill Press .....	400
3. Milling Machine .....	1600
4. Engine Lathe.....	1000
5. Grinder.....	1000
6. Jig Borer .....	1000
7. Jig Grinder .....	1000
8. Heat Treating .....	300
9. Bench Work.....	1800
10. Shop Maintenance.....	180
<b>TOTAL HOURS:</b>	<b>9280</b>

All of the above schedules of practical work experience are designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

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### IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

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

Twelve-month period from date of registration.\*

Defined twelve-month school year: (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.*



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### C. Additional Information:

**Each apprentice shall enroll in and attend related instruction classes at a Committee-approved community college or vocational and technical institute for 144 hours per year during the term of apprenticeship for which the apprentice shall be paid the regular rate of pay.**

## 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:
  1. **When violations of these standards by apprentices and/or employers occur, they will be acted upon by the Apprenticeship Committee as outlined below.**
  2. **Apprenticeship Committee members will first and always attempt to resolve problems informally by meeting with all parties concerned.**
  3. **Violations requiring disciplinary action will be investigated thoroughly and will include a disciplinary hearing to be conducted as follows:**
    - a. **The apprentice and/or employer shall be notified by the secretary in writing to appear before the Apprenticeship Committee at a reasonably convenient time and place.**
    - b. **Notification will be sent by certified mail at least twenty (20) days prior to the hearing and will contain the alleged charges and Standards section violated, range of penalties which may be imposed, and a statement noting that the hearing will afford full opportunity to discuss the specified charges.**

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- c. **The hearing will be so conducted to include only those charges outlined in the notification.**
  - d. **Apprentices and/or employers may be accompanied by legal counsel if they so choose.**
  - e. **The hearing proceedings will be recorded either manually or by mechanical means.**
4. **Following the hearing, the Apprenticeship Committee will make its decision based solely upon the most creditable evidence submitted at the hearing and reduced to writing.**
5. **Apprentice will be notified of the Apprenticeship Committee's decision in writing.**
6. **Apprentices will provide a record of school attendance (in hours) noting which are paid, by the 5th of each month to the office of the Secretary of the Committee (District 160). This must be provided even if the hours equal zero for any given month. In addition, upon request, apprentices shall submit copies of school transcripts and/or verification of course completion to the Joint Apprenticeship Committee.**
7. **Apprentices will provide record of on-the-job training hours by the 5th of each month to the office of the Secretary of the Committee (District 160). Hours worked will be verified and reported to the registration agency quarterly.**
8. **Employment with an approved Training Agent must be maintained to participate in this registered apprenticeship program. Termination from employment may result in suspension or cancellation of the apprenticeship agreement. The apprentices will be sent notice to appear at the next regularly scheduled Apprenticeship Committee meeting to show-cause why the agreement should not be cancelled.**
9. **An employer shall not terminate an apprentice without first contacting the Apprenticeship Committee, as continued employment is required to maintain status as an apprentice.**

### B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:

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- a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
  - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
  - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
  - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
- a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
  - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
  - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:  
(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.

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3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-009). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

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

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

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

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

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

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

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

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

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

Or;

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

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)

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- e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
  - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
  - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, due by April 10
    - 2nd quarter: April through June, due by July 10
    - 3rd quarter: July through September, due by October 10
    - 4th quarter: October through December, due by January 10
  - h. On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
- a. Program name
  - b. Sponsor's introductory statement
  - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - d. Section VII: Apprentice Wages and Wage Progression
  - e. Section IX: Related/Supplemental Instruction
  - f. Section XI: Sponsor – Responsibilities and Governing Structure
  - g. Section XII: Subcommittees
  - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching 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:

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- a) Certificate of completion
  - b) Additional credit
  - c) Suspension (i.e. military service or other)
  - d) Reinstatement
  - e) Cancellation
  - f) Corrections
  - g) Step Upgrades
  - h) Probation Completion date
  - i) Other (i.e., name changes, address)
  - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
  8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

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### D. Training Agent Management:

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

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

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

a. Quorum: **SEE ABOVE**

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

**The Apprenticeship Committee shall be composed of two (2) members representing the employers whose shops are approved for apprenticeship training and two (2) members representing the journey-level workers of Hope Lodge No. 79, I.A. of M.**

- c. The employer representatives shall be:

**Bernie Conrad, Chairman  
7418 NE 118th Place  
Kirkland, WA 98034**

**Dick Boehm  
Marco Marine - Seattle  
2300 West Commodore Way  
Seattle, WA 98199**



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**Mike Robison, Alternate**  
**500 S Portland St.**  
**Seattle, WA 98108**

d. The employee representatives shall be:

**Arthur Boulton, Secretary**  
**PO Box 1703**  
**Bothell WA 98041-1703**

**Paul Miller**  
**IAM District 160**  
**9135 - 15th Place South**  
**Seattle, WA 98108**

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:

**(Plant Program Administrator)**

**(Plant Program Administrator)**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

**NONE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Chairman and Secretary of Apprenticeship Committee.**