



APPRENTICESHIP PROGRAM STANDARDS
adopted by

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

(sponsor name)

Table with 3 columns: Occupational Objective(s), SOC#, and Term [WAC 296-05-315]. Rows include HEAVY DUTY MECHANIC, AUTOMOTIVE SHEET METAL, CABLE SPLICER, DRAINAGE AND WASTEWATER COLLECTION WORKER, etc.



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
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N/A
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By: DAVE D'HONDT
Chair of Council

By: ANNETTE TAYLOR
Secretary of Council

# CITY OF SEATTLE, WASHINGTON 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 for the development of apprentices have been prepared by representatives of the City of Seattle, in conjunction with the International Association of**

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**Machinists & Aerospace Workers, Local 79 and 289, the International Brotherhood of Electrical Workers Local 77, the Automotive Sheet Metal Workers Local 387, and Graphic Communications International Union, Local 767-M, and United Association of Plumbers & Pipefitters, Local 32, and Public Service and Industrial Employees, Local 1239.**

**I. GEOGRAPHIC AREA COVERED:**

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

**The area covered by these Standards shall be all departments of the City of Seattle, Washington.**

**II. MINIMUM QUALIFICATIONS:**

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

Age: **Minimum eighteen (18) years.**

Education: **Must be a High School graduate or equivalent, or a vocational school graduate. Documented proof of graduation is required.**

**ADDITIONAL: Candidates applying for electrical trades and/or hydroelectric maintenance machinist apprenticeship programs must have successfully completed with a grade of 'C' (70%) or above, high school level algebra, geometry, or trigonometry. Documented proof is required.**

Physical: **Exact requirements shall be set forth in the Examination**

Testing: **Bulletin issued by the City Personnel Department, City of Seattle.**

Other: **None**

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

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

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

A. Selection Procedures:

**Exempt by reason of selection through City Personnel Rules, WAC 295-05-405(1)(b).**

B. Equal Employment Opportunity Plan:

**Exempt by reason of selection through City Personnel Rules, WAC 295-05-405(1)(b).**

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].

**For Heavy Duty Mechanic, Automotive Sheet Metal, and Duplicating Equipment Operator. The term of apprenticeship shall not be less than four (4) years or 8,000 hours\* of reasonably continuous employment. \*\*\***

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**Cable Spicer, Electrician Constructor, and Generation Electrician Constructor:** The term of apprenticeship shall not be less than 8,000 hours\* of reasonable continuous employment. \*\*

**Hydroelectric Maintenance Machinist:** The term of apprenticeship shall not be less than 8,000 hours\* of reasonable continuous employment. \*\*\*

**Meter Electrician:** The term of apprenticeship shall not be less than three (3) years or 6,000 hours\* of reasonably continuous employment.\*\*

**Lineworker:** The term of apprenticeship shall not be less than three and one-half (3 1/2) years or 7,000 hours\* of reasonably continuous employment.\*\*

**Water Pipe Worker:** The term of apprenticeship shall not be less than 4,000 hours\* of reasonably continuous employment.\*\*\*

**Drainage and Wastewater Collection Worker:** The term of apprenticeship shall not be less than 4,000 hours\* of reasonably continuous employment.\*\*\*

**Utility Construction Worker:** The term of apprenticeship shall not be less than 18 months or 3000 hours\* of reasonably continuous employment.\*\*

\*All references to hours shall mean regular straight-time (work) hours.

\*\*For these occupations, the phrase '...reasonably continuous employment...' denotes a minimum of 1760 to 2000 regular straight-time work hours per year, computed from the date apprenticeship begins. Apprentices will not have their apprenticeship extended for using up to - but not to exceed - 240 hours Personal Time Off (PTO) hours (2000 hours - 240 PTO hours = 1760 minimum regular straight-time work hours required to advance). If an apprentice exceeds the PTO allotted in one apprenticeship year, the equal number of hours will be added to the apprenticeship target completion date. Examples of PTO include: Vacation, Sick Leave, Leave of Absence, Family and Medical Leave (FMLA), Jury Duty, Funeral Leave, Emergency Leave and On-The-Job Injury or Illness (L&I). Active Military duty and all other unlisted items shall be evaluated on a case by case basis by the JATC.

\*\*\*For these occupations, the phrase '...reasonably continuous employment...' denotes a minimum of 2000 regular straight-time work hours per year, computed from the date apprenticeship begins.

**V. INITIAL PROBATIONARY PERIOD:**

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

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

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The Sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices during their initial probationary period.
- C. **All apprentices employed in accordance with these Standards shall be subject to the city charter probationary period of 2000 hours and to all terms of the Apprenticeship Agreement.**

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

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

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

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

- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-316(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:
  - 1. **Heavy Duty Mechanic:**  
**There shall not be more than one (1) apprentice for each four (4) journeypersons employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council.**
  - 2. **Electrician Constructor, Generation Electrician Constructor, Lineworker, Cable Splicer, and Meter Electrician:** **There shall not be more than one (1) apprentice for each three (3) journeypersons employed. The minimum approval ratio shall be (1) apprentice to one (1) journeyperson. It shall be consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in the collective bargaining agreement.**
  - 3. **Automotive Sheet Metal:**  
**Every shop which employs one (1) journey person may have one (1) apprentice, and one (1) apprentice for every additional three (3) journeypersons employed.**
  - 4. **Duplicating Equipment Operator:**  
**There shall not be more than one (1) apprentice for each two (2) journey persons employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council.**
  - 5. **Seattle Public Utilities Water Pipe Worker:**  
**There shall be not more than one (1) apprentice for each one (1) journey person employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council.**
  - 6. **Hydroelectric Maintenance Machinist:**  
**Every shop which employs one (1) journey person may have one (1) apprentice and one (1) apprentice for every additional four (4) journey persons employed.**

**7. Drainage and Wastewater Collection Worker:**

**Collection Worker: There shall not be more than one (1) apprentice for each one (1) journey person employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council.**

**8. Utility Construction Worker:**

**There shall not be more than one (1) apprentice for each three (3) journey persons employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council. The maximum approval ratio shall be (1) apprentice to one (1) journey person. It shall be consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in the collective bargaining agreement.**

**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



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**1. Heavy Duty Mechanic**

**In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0 – 6 months</b>	<b>67%</b>
<b>2</b>	<b>7 – 12 months</b>	<b>71%</b>
<b>3</b>	<b>13 – 18 months</b>	<b>75%</b>
<b>4</b>	<b>19 – 24 months</b>	<b>79%</b>
<b>5</b>	<b>25 – 30 months</b>	<b>83%</b>
<b>6</b>	<b>31 – 36 months</b>	<b>87%</b>
<b>7</b>	<b>37 – 42 months</b>	<b>91%</b>
<b>8</b>	<b>43 – 48 months</b>	<b>95%</b>

**2. Automotive Sheet Metal**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0 – 6 months</b>	<b>67%</b>
<b>2</b>	<b>7 – 12 months</b>	<b>73%</b>
<b>3</b>	<b>13 – 18 months</b>	<b>77%</b>
<b>4</b>	<b>19 – 24 months</b>	<b>80%</b>
<b>5</b>	<b>25 – 30 months</b>	<b>85%</b>
<b>6</b>	<b>31 – 36 months</b>	<b>90%</b>
<b>7</b>	<b>37 – 48 months</b>	<b>95%</b>

**3. Cable Splicer, Electrician Constructor, and Generation Electrician Constructor**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0 – 6 months	67%
2	7 – 12 months	71%
3	13 – 18 months	77%
4	19 – 24 months	79%
5	25 – 30 months	83%
6	31 – 36 months	87%
7	37 – 42 months	91%
8	43 – 48 months	95%

Upon recommendation of the Apprenticeship Committee, an apprentice will be placed in the appropriate pay step. Each period shall be six months. Employees entering the apprenticeship from a regular City position in the electrical trades, or an IBEW Local 77 represented position, shall enter that apprenticeship at the next higher wage step to the step currently being paid. Such step placement shall not result in a loss of pay unless the step the employee received prior to entering the apprenticeship exceeds the journey level pay of that appropriate journey level classification (maximum pay for an apprentice shall not exceed the journey level pay of that classification). Those persons starting at other than the first wage step shall remain at their entry rate (other than cost of living increases) until such time as their progress through the apprenticeship will result in a wage increase.

**4. Drainage and Wastewater Collection Worker Apprentice**

In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 1000 hours	85%
2	1001 – 2000 hours	87%
3	2001 – 3000 hours	91%
4	3001 – 4000 hours	94%

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**Employees entering the "Drainage and Wastewater Collection Worker" apprenticeship from a regular City position shall not suffer a loss in hourly pay, provided their hourly rate appears within this Apprentice salary schedule. Those persons starting at other than the first period rate, as shown above, shall remain at their entry rate until such time as their progress through the apprenticeship will result in a wage increase.**

**5. Duplicating Equipment Operator**

**In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0 – 6 months</b>	<b>67%</b>
<b>2</b>	<b>7 – 12 months</b>	<b>71%</b>
<b>3</b>	<b>13 – 18 months</b>	<b>77%</b>
<b>4</b>	<b>19 – 24 months</b>	<b>79%</b>
<b>5</b>	<b>25 – 30 months</b>	<b>83%</b>
<b>6</b>	<b>31 – 36 months</b>	<b>87%</b>
<b>7</b>	<b>37 – 42 months</b>	<b>91%</b>
<b>8</b>	<b>43 – 48 months</b>	<b>95%</b>

**6. Hydroelectric Maintenance Machinist**

**In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0 – 6 months</b>	<b>68%</b>
<b>2</b>	<b>7 – 12 months</b>	<b>72%</b>
<b>3</b>	<b>13 – 18 months</b>	<b>76%</b>
<b>4</b>	<b>19 – 24 months</b>	<b>80%</b>
<b>5</b>	<b>25 – 30 months</b>	<b>84%</b>
<b>6</b>	<b>31 – 36 months</b>	<b>88%</b>

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<b>7</b>	<b>37 – 42 months</b>	<b>92%</b>
<b>8</b>	<b>43 – 48 months</b>	<b>96%</b>

**Each period shall be six months. Persons entering the Hydroelectric Maintenance Machinist from a regular City position in the machining trades, shall not suffer a loss in hourly pay. Those persons starting at other than the first period rate, as shown above, shall remain at their entry rate until such time as their progress through the apprenticeship will result in a wage increase.**

**7. Meter Electrician**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0 – 6 months</b>	<b>67%</b>
<b>2</b>	<b>7 – 12 months</b>	<b>73%</b>
<b>3</b>	<b>13 – 18 months</b>	<b>77%</b>
<b>4</b>	<b>19 – 24 months</b>	<b>83%</b>
<b>5</b>	<b>25 – 30 months</b>	<b>89%</b>
<b>6</b>	<b>31 – 36 months</b>	<b>95%</b>

**Upon recommendation of the Apprenticeship Committee, an apprentice will be placed in the appropriate pay step. Each period shall be six months. Employees entering the apprenticeship from a regular City position in the electrical trades, or an IBEW Local 77 represented position, shall enter that apprenticeship at the next higher wage step to the step currently being paid. Such step placement shall not result in a loss of pay unless the step the employee received prior to entering the apprenticeship exceeds the journey level pay of that appropriate journey level classification (maximum pay for an apprentice shall not exceed the journey level pay of that classification). Those persons starting at other than the first wage step shall remain at their entry rate (other than cost of living increases) until such time as their progress through the apprenticeship will result in a wage increase.**

**8. Lineworker**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 – 1000 hours</b>	<b>67%</b>
<b>2</b>	<b>1001 – 2000 hours</b>	<b>73%</b>
<b>3</b>	<b>2001 – 3000 hours</b>	<b>77%</b>
<b>4</b>	<b>3001 – 4000 hours</b>	<b>80%</b>

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<b>5</b>	<b>4001 – 5000 hours</b>	<b>85%</b>
<b>6</b>	<b>5001 – 6000 hours</b>	<b>90%</b>
<b>7</b>	<b>6001 – 7000 hours</b>	<b>95%</b>

**Employees entering the apprenticeship from a regular City position in the electrical trades, or an IBEW Local 77 represented position, shall enter that apprenticeship at the next higher wage step to the step currently being paid. Such step placement shall not result in a loss of pay unless the step the employee received prior to entering the apprenticeship exceeds the journey level pay of that appropriate journey level classification (maximum pay for an apprentice shall not exceed the journey level pay of that classification). Those persons starting at other than the first wage step shall remain at their entry rate (other than cost of living increases) until such time as their progress through the apprenticeship will result in a wage increase.**

**9. Water Pipe Worker**

**In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 – 1000 hours</b>	<b>85%</b>
<b>2</b>	<b>1001 – 2000 hours</b>	<b>87%</b>
<b>3</b>	<b>2001 – 3000 hours</b>	<b>91%</b>
<b>4</b>	<b>3001 – 4000 hours</b>	<b>94%</b>

**Employees in the title of Water Pipe Helper hired prior to the implementation of this program who choose to apply for an apprentice placement, and those persons entering the Water Pipe Worker Apprenticeship from a regular City position, shall not suffer a loss in hourly pay, provided their hourly rate appears within this Apprentice salary schedule. Those persons starting at other than the first period rate, as show above, shall remain at their entry rate until such time as their progress through the apprenticeship will result in a wage increase.**

**10. Utility Construction Worker**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>1000 hours/0 – 6 months</b>	<b>85%</b>

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<b>2</b>	<b>2000 hours/7 – 12 months</b>	<b>87%</b>
<b>3</b>	<b>3000 hours/13 – 18 months</b>	<b>91%</b>

**In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards**

**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>Heavy Duty Mechanic:</u></b>	<b><u>Approximate Hours</u></b>
<b>1. Familiarization .....</b>	<b>500</b>
<b>New vehicle service, installation of accessories, body service and shop operations, safety policies and procedures, electronic work orders.</b>	
<b>2. Brakes.....</b>	<b>500</b>
<b>Adjusting, relining, diagnosing and repairing hydraulic, air and vacuum powered brake systems, anti-lock brakes, fabrication of air and hydraulic brake lines.</b>	
<b>3. Chassis.....</b>	<b>600</b>
<b>Frames, steering units, front systems, shock absorbers, springs, shackles, alignments, stability control, wheels &amp; tires.</b>	
<b>4. Clutches and transmissions.....</b>	<b>750</b>
<b>Clutches, transmission, standard and automatic overdrives and shift controls, power take-offs, and emphasis on heavy duty transmission and output retarder.</b>	
<b>5. Rear axle assembly.....</b>	<b>500</b>
<b>Differential, universal joints, drive lines rear and drop axles.</b>	
<b>6. Power plants .....</b>	<b>1200</b>
<b>Valves, timing gears and chains, piston and ring assemblies, bearings and crankshafts, cylinder reconditioning, cooling systems, hybrid and electric and emerging technology.</b>	

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- 7. **Electric system.....1500**  
Wire and light systems, generators and regulators, starting motors, windshield wipers, etc., instruments and gauges, ignition and batteries, transmission controls airbags and supplemental restraints, and emphasis on electronics.
- 8. **Engine performance, Fuel and Emission systems.....1250**  
Fuel systems, fuel injectors, EFI, ignition systems, etc., trouble-shooting, tune-up, computer control systems, emission control systems, computer diagnostics and tools, exhaust systems and drivability issues.
- 9. **Hydraulic Systems .....700**  
Hydraulic Pumps, motors, controls, hydrostatic drives, fittings filtration, line and hose fabrication, etc., and Fire, aerial and crane equipment hydraulics with emphasis on safety systems, and diagnostics.
- 10. **Miscellaneous.....500**  
Welding, auxiliary devices, specialized aerial crane and fire equipment etc.

**Total Hours: 8000**

**B. Automotive Sheet Metal: Approximate Hours**

The apprentice shall also perform such other duties in the shop as are commonly related to an automotive sheet metal apprentice. The work experience of an automotive sheet metal apprentice must include the following:

- 1. **Correcting damaged fenders, roughing out, dinging out damaged parts, welding and strengthening, filing, soldering, grinding, removing, replacing and realigning.....1500**
- 2. **Refining and spotting, rough and wet sanding, feathering out, cleaning, masking, application of primer and surfacer with spray gun, water sanding .....1500**
- 3. **Repairing and replacing door and body panels, window regulator assembly, removing door lock assembly, removing and replacing upholstery and glass, rehangng and aligning door.....1500**

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- 4. **Other processes to be learned, body solder and plastic application, use of pneumatic hammer in metal dinging, shrinking of stretched metal, lining up and hanging hoods and decklids, straightening and lining up bumpers, cleaning and polishing various finishes, use and care of spray equipment .....1500**
- 5. **Removing and installing, aligning and finishing turret tops, removing, replacing and repairing shell grill and radiators, also squaring and aligning complete body assembly, and correct installation on frame .....2000**

**Total Hours: 8000**

**C. Cable Splicer: Approximate Hours**

**Apprentices in this trade shall receive a minimum of four years of training divided among the following 12 sections.**

**Exceptions, modifications, deletions or reassignments to preclude redundancy may be made on an individual basis on pre-approval of the E.C.A.C. These considerations will in no event lessen the total hours allocated for this program and/or exposure for the apprentice.**

- 1. **Meter .....40**
- 2. **Relay .....40**
- 3. **Communications .....40**
- 4. **Power Dispatching .....40**
- 5. **Electrical Repair Shop.....80**
- 6. **Underground Residential .....480**
- 7. **Station Operations .....40**
- 8. **Stations Construction and Maintenance.....80**
- 9. **Locators .....24**
- 10. **Network.....6976**
- 11. **Network Engineering.....40**
- 12. **Network Coordination.....40**



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13. Overhead (T&D) .....40

14. Civil Construction .....40

**Total Hours: 8000**

**D. Drainage and Wastewater Collection Worker: Approximate Hours**

1. **First Class: Introduction to safety, the DWW work environment and work practices .....400**

2. **Rehab: Rehabilitation and installation of sewer lines and new structures .....600**

3. **Line and Grade: Operation, maintenance and troubleshooting of all piped drainage and wastewater collection systems .....600**

4. **Underground Storage: Operation, maintenance and troubleshooting of all detention structures and settling basins .....600**

5. **Surface Water Management: Drainage system (including creeks and other natural drainage systems) inspection, operation, maintenance and troubleshooting .....600**

6. **Closed Circuit Television Inspection: Inspection of sewer lines using specialized equipment .....600**

7. **First Response: Investigation of backups, voids and customer inquiries/concerns. ....600**

**Total Hours: 4000**

**Please note, each of the Work Processes above may also include:**

- **experience in relevant safety policies, procedures and regulatory requirements, utility response protocols and/or**
- **special projects such as fish ladder, creek restoration, Operations Response Center (ORC), recruiting, hiring process, leadership and project planning (i.e. health fair) and safety committee.**

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<b><u>E. Duplicating Equipment Operator:</u></b>	<b><u>Approximate Hours</u></b>
<b>1. Familiarization .....</b>	<b>800</b>
<b>a. Office Procedures</b>	
(1) Order Intake	
(2) Job Tickets	
(3) Estimating	
(4) Filing	
<b>b. Shop Routine</b>	
(1) Work Flow	
(2) Sequence of procedures	
(3) Quality Control/Assurance	
<b>c. Observation</b>	
(1) Pre-Hands-On	
(2) History of Printing	
(3) Customer Relations	
<b>d. Shop Routine</b>	
(1) Work Flow	
(2) Sequence of procedures	
(3) Quality Control/Assurance	
<b>2. Camera and Pre-Press .....</b>	<b>2000</b>
<b>a. Process Camera Operation</b>	
<b>b. Film Imposition</b>	
<b>c. Photo Mechanical Transfer</b>	
<b>d. Film Processing</b>	
<b>e. Plate Exposure/Processing</b>	
<b>f. Negative/Art Filing/Storage</b>	
<b>g. Duo-tones</b>	
<b>h. Maintenance</b>	
<b>i. Desktop Publishing</b>	
<b>3. Binder and Finishing .....</b>	<b>2000</b>
<b>a. Paper Knowledge</b>	
<b>b. Cutting</b>	
<b>c. Folding</b>	
<b>d. Collating/Gathering</b>	
<b>e. Perfect Binding</b>	
<b>f. Combination Binding</b>	
<b>g. Maintenance (clean, oil, etc.)</b>	
<b>h. Stitching</b>	
<b>i. Perf/Score</b>	
<b>j. Punch/Drill</b>	
<b>k. Shipping/Packaging</b>	

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- 4. **Offset Printing Presses .....3200**
  - a. **Offset Theory**
  - b. **Basic Press Operation**
    - (1) **Set-up**
    - (2) **Make-ready**
    - (3) **Paper stock changes (size & weight)**
    - (4) **Weight size changes**
  - c. **Ink Mixing (K color, additives)**
  - d. **Fountain Solutions**
  - e. **Ink/water balance**
  - f. **Wash-Up**
  - g. **Maintenance**
  - h. **Quality Assurance**

**Total Hours: 8000**

**F. Electrician Constructor: Approximate Hours**

**Apprentices in this trade shall receive four (4) years of training divided among the following ten sections:**

- 1. **Meter, communication, and relay.....240**
  - a. **Relay Division**
    - (1) **Distribution relay testing**
      - (a) **Overcurrent**
      - (b) **Reclosures**
    - (2) **Transmission Line relay testing**
      - (a) **Impedance**
      - (b) **Differential**
    - (3) **Power circuit breaker timing**
    - (4) **Use of electronic test instruments**
      - (a) **Oscilloscope**
      - (b) **Function Generator**
      - (c) **Electronic relay test equipment**
    - (5) **Protective relay circuit testing**
- 2. **Distribution network underground.....80**
  - a. **Safety meeting and equipment inspection**
  - b. **Transformers (placement, installing and connection)**
  - c. **Network protectors (installing, testing and repairing)**
  - d. **Cables (loading, setting, pulling, removal, and sealing primary and secondary)**
  - e. **Secondary services (racking, IWCB and connections)**
  - f. **Cable splicing (high voltage, poly and lead)**
  - g. **Cable terminating (high voltage, poly and lead)**

- h. Self contained cable**
  - i. Pipe type cable**
  - j. Fault locating (hypotronics and burning)**
  - k. Service installations and CT's**
  - l. Manholes, vaults, handholes and ducts**
  - m. Clearance procedures and switching**
  - n. Rotation and phasing**
- 3. Station Construction and Maintenance section .....6440**
- a. Safety meetings and equipment inspection**
  - b. Station wiring**
  - c. Laying out construction work from blueprints**
  - d. Installation, adjustment, repair and maintenance of switching equipment OCB'S, ACB'S, load interrupters disconnect switches and vacuum breakers**
  - e. Wiring and testing of control circuits**
  - f. Installation and maintenance of transformers**
  - g. Installation and maintenance of rotating equipment, including motors, generators, synchronous condensers, pumps and fans**
  - h. Wiring and installation of switchboards and switchboard equipment**
  - i. Installation and maintenance of batteries and battery chargers**
  - j. Installation and maintenance of high capacity rectifiers**
  - k. Installation and maintenance of voltage regulators step regulators and tap changers**
  - l. Rotation and phasing**
  - m. Clearance procedure: requesting a clearance, pick up and receiving a clearance, tailboard conferences, hot testing, grounding, keep open, hold open, releasing clearances, switching orders, and procedures.**
  - n. Capacitor banks: Installation, maintenance and hazards**
  - o. Bushings: Installation, repair and complete rebuilding of bushings**
  - p. Troubleshooting equipment malfunctions**
  - q. Conduit bending, manual hand bender, hydraulic bender, and power hydraulic bender**
  - r. Tower climbing and tower rescue**
  - s. Ladders, handling and safety**
  - t. Power man lift equipment and safety**
  - u. Poly cable splicing and terminating**
  - v. Vault rescue**
  - w. Setting up safe work area, traffic coning and flagging**
  - x. Radio communications, operating use of in an emergency**

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- y. **Use of test equipment, ductor, multimeter, amprobe, megger, von test, SF6 gas test, fault gas test**
  - z. **Rigging, lifting, moving of heavy objects with mobile truck crane or winches**
  - aa. **National, State and City Electrical Code**
  - ab. **Substation and field inspections**
  - ac. **Protective Devices**
  - ad. **Isolating and disconnecting devices**
- 4. Electrical Repair and Transformer Shop .....320**
- a. **Safety meetings and equipment inspection**
  - b. **Transformers**
    - (1) **Testing**
      - (a) **Breakdown**
      - (b) **Core loss**
      - (c) **Copper loss**
      - (d) **Impedance**
      - (e) **Ratio**
      - (f) **Polarity**
      - (g) **Tap changers**
      - (h) **Acceptance testing**
    - (2) **Winding, Construction of**
      - (a) **Methods**
      - (b) **Insulation**
      - (c) **Types**
  - c. **Dielectric testing**
    - (1) **Insulating materials**
    - (2) **Insulators**
    - (3) **Rubber goods**
    - (4) **Bushings**
  - d. **DC motors and generators**
    - (1) **Rewinding**
    - (2) **Locating and correcting faults**
  - e. **AC motors, generators**
    - (1) **Rewinding**
    - (2) **Locating and correcting faults**
  - f. **Street lights**
    - (1) **Test repair**
    - (2) **Rebuilding and upgrade (energy conservation)**
  - g. **Network protectors**
    - (1) **Test and inspect (new)**
    - (2) **Rebuild**
    - (3) **Modify (wall mount to transformer mount)**
  - h. **Transformer oil**
    - (1) **Dielectric test**
    - (2) **Acid test**

- (3) Operation of purifier
    - (4) Dissolved in oil gas analysis
  - i. Electric operated material handling equipment
    - (1) Batteries
    - (2) Chargers
    - (3) Motors
    - (4) Controls
  - j. Capacitor banks
    - Test, repair, acceptance testing and hazards
- 5. Underground residential .....80
  - a. Safety meetings and equipment inspection
  - b. Troubleshooting and testing
  - c. Transformers (placement, installing and connection)
  - d. Cables (loading, setting up for pulling in or removal and sealing PRI and SEC)
  - e. Cable splicing (high voltage and secondary poly)
  - f. Cable terminating (high voltage and secondary poly)
  - g. Fault locating
  - h. Hypo testing
  - i. Service installations and CT's
  - j. Clearance procedures and switching
  - k. Manholes, vaults, handholes and ducts
- 6. Distribution overhead .....80
  - a. Safety meetings and equipment inspection
  - b. Poles, crossarms and guying
  - c. Conductors, insulators, switches, cutouts
  - d. Fuses and protective devices
  - e. Transformers, hanging, phasing, testing and banking
  - f. Service installations
  - g. Rigging, splicing and line handling
  - h. Clearance procedures and switching
- 7. Power Stations Engineering .....160
  - a. Goals
    - (1) Read City Light drawings
      - (a) Elementary diagrams
      - (b) Connection diagrams
      - (c) Physical installation drawings
      - (d) One line diagrams and operator diagrams
    - (2) Understand the process of preparing, issuing and accounting for construction drawings of electrical installations
    - (3) To enhance the importance of drawing accuracy of drawings, and the need to accurately record any field

- changes made so that these changes can be incorporated into the final drawings
- b. Work assignments
  - (1) Preparation of construction drawings from sketches or marked prints prepared by experienced engineers
  - (2) Retrieval of drawings from our drawing files
  - (3) Assisting engineers in the checking for accuracy of drawings prepared by others
  - (4) Assisting engineers in field checkout of electrical installations
  
- 8. Power Station Operations .....40
  - a. Reviews of Constructor and Operator safety, clearance, and switching procedures.
  - b. Operation of various types of equipment; relays; protective devices, control circuits, isolating devices, and reclosures.
  - c. Orientation to various locations of equipment
  - d. Generation, Transmission and substation transmission systems
  - e. Unit Substations and stations for commercial customers
  - f. Abnormal, Emergency and outage conditions
  
- 9. Power dispatching .....40
  - a. To provide orientation and familiarization for apprentices with the purpose and operation of the Power Control Center, placing emphasis on the interfacing and inter-relation of the respective Power Control Center and field crew functions and responsibilities
  - b. Time will be spent dealing with the Washington State Electrical Workers Safety Rules; The department's Power Dispatching Clearance, Keep Open and Hold Open Procedures; clearances including research, planning, coordination, and issuance; switching; work-order tracking; system operation; mapping; and other dispatching functions
  
- 10. Generating Station Maintenance and Construction .....520
  - Overview of maintenance, repairs and installation of Hydroelectric Generation Units and their auxiliaries.
  - a. Skagit
  - b. Cedar Falls

**Total Hours: 8000**

<b><u>G. Generation Electrician Constructor</u></b>	<b><u>Approximate Hours</u></b>
<b>1. Generating Station Maintenance and Construction section .....</b>	<b>6200</b>
<b>a. Safety orientation including Accident Prevention Manual. Safety meetings and equipment inspections.</b>	
<b>b. Maintenance, repairs and installation of Hydroelectric Generating Units and their auxiliaries.</b>	
<b>c. Maintenance, repairs and installation of DC excitation systems.</b>	
<b>d. Use of Blueprints for systems diagnostics, trouble shooting and laying out construction work.</b>	
<b>e. Protective relaying schemes, application and diagnostics</b>	
<b>f. Wiring and testing control circuits</b>	
<b>g. Station wiring</b>	
<b>h. Wiring and installation of switchboards and switchboard equipment</b>	
<b>i. Installation, adjustment, repair and maintenance of switching equipment, ACB's, load interrupters, disconnect switches and breakers</b>	
<b>j. Installation and maintenance of transformers, including auxiliaries</b>	
<b>k. Installation and maintenance of batteries and battery chargers</b>	
<b>l. Use of test equipment, ductor, multimeter, amprobe, megger, SF gas test, fault gas test</b>	
<b>m. DC motors and generators</b>	
<b>n. AC motors and generators</b>	
<b>o. Troubleshooting equipment malfunctions</b>	
<b>p. Rotation and phasing</b>	
<b>q. Isolating and disconnecting devices</b>	
<b>r. Clearance procedures</b>	
<b>s. Bushings: Installation and repair</b>	
<b>t. Conduit bending</b>	
<b>u. Cable splicing and terminating</b>	
<b>v. Power man lift equipment maintenance and safety</b>	
<b>w. Tower climbing and tower rescue</b>	
<b>x. Ladders, handling and safety</b>	
<b>y. Vault rescue</b>	
<b>z. Setting up safe work area, traffic coning and flagging</b>	
<b>aa. Rigging and lifting</b>	
<b>bb. Federal, State and local Electrical Codes</b>	
<b>cc. Substation and field inspections</b>	



- 2. **Generation Station Operations.....240**
  - a. **Reviews of Constructor and Operator safety, clearance, and switching procedures**
  - b. **Operation of various types of equipment; relays, protective devices, control circuits, isolating devices and reclosures**
  - c. **Orientation to various locations of equipment**
  - d. **Generation, Transmission and substation transmission systems**
  - e. **Project and Plant hydrology characteristics**
  - f. **LOTO Coordination**
  - g. **Generator controls logic**
  - h. **Integration of Department Plants to system needs**
  - i. **Abnormal, emergency and outage conditions**
  
- 3. **Station Service/Dam and Camp Distribution.....800**
  - a. **Safety meetings and equipment inspection**
  - b. **Troubleshooting and testing**
  - c. **Protective relaying schemes, applications and diagnostics**
  - d. **Transformers (placement, installing and connection)**
  - e. **Cables (loading, setting up for pulling in or removal and sealing PRI and SEC)**
  - f. **Cable splicing (high voltage and secondary poly)**
  - g. **Cable terminating (high voltage and secondary poly)**
  - h. **Fault locating**
  - i. **Hypo testing**
  - j. **Service installations and CT's**
  - k. **Clearance procedures and switching**
  - l. **Manholes, vaults and ducts.**
  - m. **Commercial and residential wiring and device installation packets**
  - n. **Conductors, insulators, switches, cutouts**
  
- 4. **Communication and Relay.....320**
  - a. **Relay Division.**
    - (1) **Distribution relay testing**
      - (a) **Overcurrent**
      - (b) **Reclosures**
    - (2) **Transmission Line relay testing**
      - (a) **Impedance**
      - (b) **Differential**
    - (3) **Power circuit breaker timing**
    - (4) **Use of electronic test instruments**
      - (a) **Oscilloscope**
      - (b) **Function Generator**

- (5) Protective Relay Circuit testing**
  
- 5. Transformer Shop.....80**
  - a. Safety meetings and equipment inspection**
  - b. Transformers - 3-phase**
    - (1) Testing**
      - (a) Breakdown**
      - (b) Core Loss**
      - (c) Copper Loss**
      - (d) Impedance**
      - (e) Ratio**
      - (f) Polarity**
      - (g) Tap Changers**
      - (h) Acceptance Testing**
    - (2) Winding, Construction of**
      - (a) Methods**
      - (b) Insulation**
      - (c) Types**
    - (3) Dielectric testing**
      - (a) Insulating materials**
      - (b) Insulators**
      - (c) Rubber goods**
      - (d) Bushings**
      - (e) Modify (wall mount to transformer mount)**
    - (4) Transformer oil**
      - (a) Dielectric test**
      - (b) Acid test**
      - (c) Operation of purifier**
      - (d) Dissolved in oil gas analysis**
  
- 6. Distribution network underground.....40**
  - a. Network protectors (installing, testing and repairing)**
  - b. Cable splicing (high voltage, poly and lead)**
  - c. Cable terminating (high voltage, poly and lead)**
  - d. Fault locating (hypotronics and burning)**
  
- 7. Distribution Overhead.....40**
  - a. Poles, crossarms and guying**
  - b. Fuses and protective devices**
  - c. Conductors, insulators, switches, cutouts**
  - d. Transformers - hanging, phasing, testing and banking**
  - e. Service Installations**
  
- 8. Mechanical and Electrical Engineering .....160**
  - a. Goals**
    - (1) Read City Light Drawings**

- (a) Elementary drawings
      - (b) Connection diagrams
      - (c) Physical installation drawings
      - (d) One line diagrams and operator diagrams
    - (2) Understand the process of preparing, issuing and accounting for construction drawings of electrical and mechanical installations or maintenance projects.
    - (3) To enhance the importance of drawing accuracy of drawings, and the need to accurately record any field changes made so that these changes can be incorporated into the final drawings.
  - b. Work Assignments
    - (1) Preparation of construction drawings from sketches or marked prints prepared by experienced engineers
    - (2) Retrieval of drawings from our drawing files
    - (3) Assisting engineers in the checking of accuracy of drawings prepared by others
    - (4) Assisting engineers in field check out of electrical and mechanical installations
9. Power Dispatching .....40
- a. To provide orientation and familiarization for apprentices with the purpose of operation of the Power Control Center, placing emphasis on the interfacing and inter-relation of the respective power Control Center and field crew functions and responsibilities.
  - b. Time will be spent dealing with the Washington State Electrical Workers Safety Rules; The Departments Power Dispatching Clearance, Keep Open and Hold Open Procedures; clearances including research, planning, coordinator, and issuance; switching; work-order tracking; system operation; mapping; and other dispatching functions.
10. Power Marketing .....40
- a. Goals
    - (1) To familiarize with the power marketing process and introduction to staff structure.
11. Technical Metering .....40
- a. To provide orientation and familiarization for apprentices with the function of the technical

metering unit and the work performed by meter electricians.

**Total Hours: 8000**

**H. Hydroelectric Maintenance Machinist: Approximate Hours**

**The apprentice shall receive instruction and experience in the following areas, (as much as possible.)**

<b>1. Tool Crib.....</b>	<b>75</b>
<b>2. Pipe Threading &amp; Plumbing Repairs.....</b>	<b>150</b>
<b>3. Oxy Acet/HT .....</b>	<b>75</b>
<b>4. Machine Maint/Align.....</b>	<b>550</b>
<b>5. Valves &amp; Reg. ....</b>	<b>100</b>
<b>6. Aux Machinery .....</b>	<b>800</b>
<b>7. Overhaul Repair.....</b>	<b>1000</b>
<b>8. Rig &amp; Crane Insp.....</b>	<b>150</b>
<b>9. Bench Work.....</b>	<b>500</b>
<b>10. Trouble Call.....</b>	<b>200</b>
<b>11. Layout .....</b>	<b>200</b>
<b>12. Hydraulic Equip.....</b>	<b>400</b>
<b>13. Pump Repair.....</b>	<b>100</b>
<b>14. Drill Press .....</b>	<b>200</b>
<b>15. Engine Lathe.....</b>	<b>800</b>
<b>16. CNC Lathe (ADD).....</b>	<b>450</b>
<b>17. Milling/Broaching .....</b>	<b>800</b>
<b>18. CNC Milling (ADD) .....</b>	<b>450</b>
<b>19. Grinding/Blanchard/Surface .....</b>	<b>250</b>

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20. Compressors .....210

21. Fire Sprinkler .....90

22. Babbitting .....150

23. Metal Saws.....100

24. Misc. Safety Activities.....200

**Total Hours: 8000**

**The Hydroelectric Generation Plants and the City Light Facilities at 3614 - 4th Avenue South in Seattle, Washington will be used to provide the above OJT training.**

**I. Lineworker: Approximate Hours**

**The apprentice shall receive the instruction and experience necessary to develop as a practical and skilled journeyworker versed in the theory and practice of this trade. The on-the-job training for Lineworker Apprentice shall consist of three and one-half (3 1/2) years or 7,000 hours of general line crew training in which the apprentices shall: rotate between North and South Line headquarters, be evaluated on a monthly basis, be required to demonstrate proficiency in Training & Testing Initiatives, and be required to maintain a daily log of OJT hours, covering items as listed below:**

1. Poles, crossarms, guying.....1500

2. Conductors, insulators, switches cutouts and other protective devices .....1320

3. Working energized primaries with rubber gloves and rubber protective equipment, phasing, rotation .....1000

4. Transformers, hanging, phasing, testing, and paralleling .....1200

5. Services.....700  
(New Construction, Replacement, Weatherheads/Brothering, Splicing/Service Extension, and Troubleshooting.)

6. Underground Residential Distribution .....960

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(Material handling, installing, secondary and primary cable, setting U.G. transformers, terminations and splices, installing conduit on poles.)

- 7. Power Dispatchers .....40
- 8. Miscellaneous.....280  
(Computer Training, Safety meeting, care and inspection of equipment, and Engineering.)

Total Hours: 7000

- a. The first 4000 hours will consist of General Construction and Safety Practices, Underground Residential Distribution (URD), Services, Power Dispatching, Engineering, and troubleshooting.
- b. The final 3000 hours will consist of Hot Sticking and/or rubber glove work on energized primary circuits.

**J. Meter Electrician: Approximate Hours**

The apprentice shall receive the instruction and experience necessary to become a practical and skilled journey person versed in the theory and practice of this trade. Apprentices in this trade shall receive a minimum of three (3) years/6,000 hours of training divided among the following sections.

Exceptions, modifications, deletions or reassignments may be made on pre-approval of the ECAC with recommendation to the JATC for adoption. These considerations will in no event lessen the total hours allocated for this program and/or exposure for the apprentice.

- 1. Installation.....1800
  - a. Single phase self-contained meters
  - b. Single-phase transformer-rated meters
  - c. Poly-phase self-contained meters
  - d. Poly-phase transformer-rated meters
  - e. Instrument transformers
  - f. Customer related trouble calls
  - g. Disconnect and reconnection for non-pay and no contact
  - h. Demand metering
  - i. Power factor metering
  - j. Totalized metering
  - k. Dispatching
  - l. Primary metering system

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- 2. **Lab** .....1200
  - a. **Meter Lab and Shop** .....(1300)
    - (1) Meter testing (lab)
    - (2) Meter (field) programming
    - (3) Meter recycling
    - (4) Shop practices
    - (5) Machine tool work
    - (6) Instrument transformer testing
    - (7) Standards testing
    - (8) Instrument repair, calibration and acceptance testing
    - (9) Scaling and rescaling equipment
    - (10) Special fabrications
    - (11) Programming meter devices
  - b. **Substation Metering**.....(500)
    - (1) Transformer loss compensation
    - (2) Transducer
    - (3) Station print-reading
    - (4) Energy and indicating meter and instrument maintenance
    - (5) Trouble calls
    - (6) Intertie testing
    - (7) Generation and co-generation metering
- 3. **Audit**.....1500
  - a. **Meter and CT Testing - field**
    - (1) Hi-Bill complaints
    - (2) Audit of new
    - (3) Audit of existing
  - b. **Current Diversion**
    - (1) Check meters
  - c. **Substation metering**
    - (1) Transformer loss compensation
    - (2) Transducer
    - (3) Station print-reading
    - (4) Energy and indicating meter and instrument
    - (5) Maintenance
    - (6) Trouble Calls
    - (7) Inertia testing
    - (8) Generation and co-generation metering
  - d. **Surveys (load profile)**
    - (1) Advanced Metering
    - (2) Spreadsheets
  - e. **Customer Complaints for Hi-Low Voltage**
  - f. **CLAMS/BANNER and Other Software**
  - g. **Installation Guidelines**

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h.	Photography (documentation)	
4.	<u>General</u> .....	940
a.	Voltage investigations	
b.	Distribution system recognition	
c.	High-voltage practices and techniques	
d.	Clearance and grounding procedures	
e.	Computer system familiarity	
f.	Meter data handling	
g.	Familiarity with Electric Rates, Service Requirements, Construction Standards, National Electric Code, EUSERC	
h.	Map work	
i.	New product evaluation	
j.	Customer relations	
5.	<u>Safety</u> .....	160
a.	Safety meeting attendance	
b.	First-aid training	
c.	Care and inspection of safety equipment	
d.	OSHA and WISHA safety standards	
e.	Chapter 296-45 WAC (Electrical Workers Safety Rules)	
f.	Driving safety	
6.	<u>Unit Rotations</u> .....	400
a.	Distribution Overhead.....	40
b.	Underground residential Distribution .....	40
c.	Distribution Network Underground .....	40
d.	Station Construction and Maintenance .....	40
e.	Power Dispatchers .....	40
f.	Electric Shop.....	40
g.	Customer Service/Service Reps .....	40
h.	Operators .....	40
i.	Distribution Engineering.....	40
j.	Relay and Communications .....	40

Total Hours: 6000

All the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.

<b>K.</b>	<b><u>Water Pipe Worker:</u></b>	<b><u>Approximate Hours</u></b>
1.	First Class .....	400
	Introduction to water systems, job skills, Workplace Expectations, safety procedures and Apprenticeship Program	



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- requirements. Receive training and obtain commercial driver's license (CDL), operate Class B vehicles.
- 2. Taps .....900  
Install Water Services. Use Standard Plans and follow service installation procedures. Operate tap machines, select meters, use best management practices for water discharge, flush & test pipes, chlorinate water services.
  - 3. Reactive maintenance & repair of water systems .....900  
Respond to emergencies and leaks. Renew & Repair Water Services. Inspect, maintain, remove or repair watermains, services and appurtenances. Follow Storm Water Protection Policy. Communicate with customers.
  - 4. Projects .....900  
Install & maintain watermains, services, & their appurtenances, use best management practices for water discharge, flush & test pipes. Read & interpret Standard Plans & prints to select material and recognize fittings.
  - 5. Hydrants & Valves .....320  
Install, maintain and repair hydrants and various valves. Use Standard Plans to understand watermain design criteria and water system controls. Use best management practices for water discharge, perform directional flushing.
  - 6. Water Trade Tools.....100  
Maintain & repair pumps, hydraulic & pneumatic tools, small equipment. Use location equipment. Use leak correlation equipment.
  - 7. Operations Response Center.....40  
Communicate with customers by phone, create work orders, follow the water system status using a computerized tracking system, prevent security breaches.
  - 8. Transmission System Operation & Maintenance .....440  
Flush, inspect & repair air valves & blow-offs, operate line valves. Maintain right-of-way grounds, gates, posts & elevated structures. Locate pipe lines, make visual inspections of Dams and follow Dams safety protocol.

**Total Hours: 4000**

**L. Utility Construction Worker: Approximate Hours**

**During the term of apprenticeship, the apprentice shall receive such instruction and experience in all branches of the occupation, as are necessary to develop a practical and skilled versatile worker, and perform varied electrical utility construction work and operate civil construction equipment for the City of Seattle.**

**Major processes in which the apprentice will be trained (although not necessarily in order listed) and approximate hours (not necessarily continuous) to be spent in each area as follows:**

- 1. Utility Construction Knowledge, Skills & Maintenance .....2000  
Repair, maintenance and expansion of the utility's underground electrical distribution system. Basic rigging, knot tying, utility construction guidelines and print reading.**
- 2. Tools, Equipment and Materials .....400  
Tools, equipment, and material recognition & preparation. Hand, electric, gas, pneumatic, and power tools/equipment, & material storage & security.**
- 3. Safety, Electrical Recognition & Awareness .....375  
Energy & high voltage awareness. Electrical Safety Rules. Vault rescue & confined space safety. Flagging, signing and traffic control awareness. Trench safety and Emergency response.**
- 4. Environmental Remediation .....225  
Emergency and incidental clean up/removal of hazardous waste and materials.**

**Total Hours: 3000**

**All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.**

**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.

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

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

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

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

Supervised field trips

Sponsor approved training seminars: **Provided by vendors, manufactures and other industry experts as available**

Sponsor approved online or distance learning courses: **Occupation related courses recommended by instructions, identified by Seattle City Light. Fleet Division and Seattle Public Utilities which fill an identified need from a community or technical college or other sources as available.**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

- **Approved Computer Based Training**
- **State-approved Private Training Agency**
- **Approved Qualified Journey Level In-house Instructors/Trainers.**
- **Harris Institute of Technical Training**  
**PO Box 33577, Seattle, WA 98133**  
**Office: (503) 901-6132**  
**Web: [www.metergod.com](http://www.metergod.com)**

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

**Automotive Sheet Metal, Electrical Constructor, Generation Electrician Constructor, Lineworker, Cable Splicer, Meter Electrician, and Hydroelectric Maintenance Machinist: Each apprentice shall enroll in and attend classes in**

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the trade for not less than four (4) hours weekly for a minimum of 144 hours per year during the term of apprenticeship.

**Heavy Duty Mechanic:** Each apprentice shall enroll in and attend classes in subjects related to the trade for a minimum of 216 hours per year during the term of apprenticeship.

**Duplicating Equipment Operator:** Each apprentice shall enroll in and attend classes in subjects related to the trade for not less than three hours weekly for a minimum of 144 hours per year during the term of apprenticeship.

**Drainage and Wastewater Collection Workers:** Each apprentice shall enroll in and attend classes in subjects related to the trade for not less than three hours weekly, during scheduled training weeks, for a minimum of 144 hours per year during the term of apprenticeship. An apprentice scheduled to attend Related Supplemental Instruction (RSI) during regular working hours will be paid. PAID RSI Hours will be counted as RSI and not On the Job Training hours.

**Utility Construction Worker:** Each apprentice shall enroll in and attend classes in subjects related to the trade. A minimum of 216 RSI hours are required during the term of their apprenticeship.

**Water Pipe Worker:** Each apprentice shall enroll in and attend classes in subjects related to the trade for not less than three hours weekly, during scheduled training weeks, for a minimum of 144 hours per year during the term of apprenticeship. An apprentice scheduled to attend Related Supplemental Instruction (RSI) during regular working hours will be paid. PAID RSI Hours will be counted as RSI and not On the Job Training hours.

- 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.*

C. Additional Information:

**None**

**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 advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All Sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).
3. Sponsor Procedures:
  - a. **By Resolution 16820, the City Council, on January 17, 1955 and ordinance 107790, recognized the need for an Apprenticeship Program in the City of Seattle. To this end, the Mayor appointed a Joint Advisory Apprenticeship Committee (JAAC), henceforth shall be called the Joint Apprenticeship Training Committee (JATC) as of September 26, 2002, to further the purposes of this program.**
  - b. **This Joint Apprenticeship Training Committee (JATC) is to function under Resolution of the City Council and the City Charter and in harmony with Washington State laws governing apprenticeship, under the Washington State Apprenticeship and Training Council.**
  - c. **The following terms used herein shall be construed as specified below:**
    - (1) **"City Department" shall mean any Department, City of Seattle, created by Charter and requiring the service of an "Apprenticeable Craft."**
    - (2) **"Commission" shall mean the City Personnel Department, City of Seattle.**

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**d. The Joint Apprenticeship Training Committee (JATC) consists of three (3) members from Organized Labor and three (3) members from City Service, all appointed by the Mayor, and confirmed by the City Council, for terms of three (3) years. The terms of the first appointees are staggered so that the terms of one from Organized Labor and one from City Service shall expire the first of each year thereafter. One new appointment will be made the first of each year from each of the respective groups. Members may be reappointed. The Joint Apprenticeship Training Committee (JATC) shall:**

- (1) Recommend instructors for apprenticeship classes.**
- (2) Prepare annual reports of the work of the Apprenticeship Subcommittees, a copy of which report shall be furnished to each Apprenticeship Subcommittee, the City Department, the City Personnel Department, the Mayor and the City Council.**
- (3) Review and approve the minutes of all meetings of the Apprenticeship Subcommittees.**
- (4) Apprenticeship Subcommittees shall be established for each apprenticeable craft with equal representation from City Service and the Labor organization involved; the number of members, tenure thereof, and appointments shall be decided by the Joint Apprenticeship Training Committee (JATC).**
- (5) Representatives of the apprenticeship subcommittees shall participate in the interviewing of and/or administration of working tests to all certified eligible apprentice candidates to ascertain their ability to meet applicable apprenticeship standards in accordance with the City's Personnel Rules and Collective Bargaining Agreements. The apprentice candidates selected by the Hiring Authority shall be recommended by the apprenticeship subcommittee to the JATC for placement into apprenticeship.**

**e. Local Apprenticeship Committee Policies**

- (1) Apprenticeship Administrative Guidelines and Apprenticeship Operating procedures recommended by the sub-committee's and approved by the JATC, which may from time to time be added or updated.**
- (2) City of Seattle Employment Policies and Procedures**
- (3) City of Seattle Workplace Expectation**

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- (4) City of Seattle Fit for Duty and Drug Free Workplace Policy.**
- (5) Collective Bargaining Agreements.**
- (6) Acquire and maintain certifications necessary for the occupations.**

**B. Disciplinary Procedures**

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

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3. Sponsor Disciplinary Procedures:
  - a. **Failure on the part of an apprentice to show regular attendance at classes or failing any quarter of the related training classes will be deemed as sufficient cause for the Apprenticeship Subcommittee to recommend to the JATC disciplinary action which may include but not be limited to the cancellation of their apprenticeship agreement. All missed classes must be made up before the next scheduled apprentice pay increase is granted.**
  - b. **(1) Failure on the part of the apprentice to successfully pass a regularly scheduled proficiency exam will result in the following actions:**
    - (a) **The apprentice will be given additional training during a 25-day period immediately following the day of the failed test. The apprentice will be allowed to re-take the exam on the 26th day.**
    - (b) **The apprentice's wage advancement date will be extended by 3 days (this also means that their completion date will be extended by 3 days).**
  - (2) If the apprentice fails the exam the second time they take it, the following actions will be taken.**
    - (a) **The apprentice will be given additional training during a 25-day period immediately following the date of the second failed test. The apprentice will be allowed to re-take the exam on the 26th day.**
    - (b) **The apprentice's wage advancement date will be extended by an additional 25 days or a total of 28 days including the 3 days from the first failure.**
  - (3) If the apprentice fails the exam a third time, the matter will be referred to the Joint Apprenticeship Training Committee (JATC), which may recommend termination from the program.**
- c. **If an apprentice misses more than two (2) school classes in any quarter without prior approval by the apprenticeship sub-committee, the apprentice may be summarily dropped from the program and discharged.**
- d. **Employer and Union agree to carry out the instruction and disciplinary action of the JATC in respect to an Apprentice's academic and OJT performances.**



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- e. **The JATC has the authority and responsibility to review the recommendations of the subcommittee and take action, which may include, but not limited to, requiring the apprentice to adhere to an Individual Training Plan (ITP), withholding wage progression, suspension, and/or cancellation of the apprenticeship agreement.**
- f. **No apprentice may begin the next school year until they have successfully completed all the requirements of their Related Supplemental Instruction (School) for the previous year. Apprentices having failed to successfully complete their RSI before the start of the next academic year may be required to repeat the failed RSI course or year of their apprenticeship. Or may be canceled from the program. This matter will be handled by the JATC with recommendation from the Subcommittee.**
- g. **An apprentice may not miss related training classes due to overtime work without approval from the sub-committee or as outlined in the Apprentice Administration.**
- h. **Harassment of co-workers, journey-workers, crew chiefs, management or labor representatives or instructors will not be tolerated by the JATC and disciplinary action may result including but not limited to suspension or cancellation of an apprenticeship agreement after an investigation determined that the harassment claim is valid.**
- i. **Apprentices who miss more than the minimum number of regular straight-time hours per anniversary year as defined in Section IV: Term of Apprenticeship, shall automatically have their apprenticeship program extended by the required number of hours over the minimum. Active Military duty and all other unlisted items shall be evaluated on a case by case basis by the JATC, which may result in a temporary suspension or extension of their apprenticeship program for all hours less than those defined under Section IV: Term of Apprenticeship.**

### C. Apprentice Complaint Procedures:

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

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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.

## **XI. SPONSOR – REPONSIBILITIES 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

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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)
- e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.

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- 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:
  - a) Certificate of completion
  - b) Additional credit

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- 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 any requested documentation for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  7. The Sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
  8. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the Sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The Sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

### D. Training Agent Management:

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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: **Individual Joint**

**The Joint Apprenticeship Committee shall be composed of three (3) representatives from the City Service and three (3) representatives from Labor organizations with apprenticeable crafts, appointed by the Mayor of the City of Seattle, in accordance with the Resolution passed by the City Council.**

c. The employer representatives shall be:

**Chris Wiley, Secretary  
700 5<sup>th</sup> Ave, Suite 5200  
Seattle, WA 98134**

**Todd Toshio Snider  
700 Fifth Avenue, Suite 4900  
Seattle, WA 98124**

**Bill Stockman  
700 Fifth Avenue, Suite 3200  
Seattle, WA 98124**

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d. The employee representatives shall be:

**Kurt Swanson, Chair**  
**595 Monster Rd SW, Suite 213**  
**Renton, WA 98055**

**Tom Kelly**  
**805 S. Charles Street**  
**Seattle, WA 98134**

**Erik Nyhus**  
**700 5th Ave, Suite 3300**  
**PO Box 34023**  
**Seattle, WA 98124-4023**

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

**None**

**XII. SUBCOMMITTEE:**

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

**Automotive & Metal Trades Craft Apprenticeship Subcommittee**

**The Employer Representatives Shall Be:**

**Guy Noren, Chair**  
**805 South Charles Street**  
**Seattle, WA 98134**

**Alan Freeman**  
**805 South Charles Street**  
**Seattle, WA 98134**

**Michael Vincent**  
**700 5<sup>th</sup> Avenue, Suite 5200**  
**Seattle, WA 98124**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**The Employer Representatives Shall Be:**

**Pedro Nunez, Secretary  
805 S. Charles St.  
Seattle, WA 98134**

**Tom Kelly  
805 South Charles Street  
Seattle, WA 98134**

**Juan Garcia  
12600 Stone Avenue North  
Seattle, WA 98133**

**Drainage and Wastewater Collection Worker Subcommittee**

**The Employer Representatives Shall Be:**

**Allen Taylor, Chair  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**John Holmes  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Carrie Parker  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Andres Macadandang, Alternate  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Debbie Maxfield, Alternate  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**



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**The Employee Representatives Shall Be:**

**Scott Carey, Secretary  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Susan Conrad  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Tina Ramos  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Jason Moore, Alternate  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Jeff Case, Alternate  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Electrical Craft Subcommittee**

**The Employer Representatives Shall Be:**

**Michiko Starks, Secretary  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Mike Ordon  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Ed Hill  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Doris Tao, Alternate  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Kelly Haren  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124**

**Brian Belger  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124**

**Doug Smart, Alternate  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Tauna Hood, Alternate  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**Bridgett Bascomb, Alternate  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Adam Filby  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Phil Schroeder, Alternate  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**The Employee Representatives Shall Be:**

**Tyler Estby, Chair  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124**

**Jeff Berry  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Eric Buskala  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124**

**Todd Ellermeier  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124**

**Chuck Mahar  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Brandt March  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124**

**Dan Martinez, Alternate  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Tom Rabbit, Alternate  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Jack Eriksen, Alternate  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Jonathan Matheny, Alternate  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Hydroelectric Maintenance Apprenticeship Subcommittee (HEMMAC)**

**The Employer Representatives Shall Be:**

**Ray Ely, Secretary  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Cheryl Crawford  
PO Box 34023  
Seattle, WA 98124-4023**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**Nettie Dokes  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**David Boneham, Alternate  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**The Employee Representatives Shall Be:**

**Jeff Cheever, Chair  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Ramsey Wood  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Dave Corn  
PO Box 34023  
Seattle, WA 98124-4023**

**Water Pipe Worker Subcommittee**

**The Employer Representatives Shall Be:**

**Chris Wolf, Chair  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Sean Corr  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Tom Walker  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Gisela Sanabria  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Dave Guarian, Alternate  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**The Employee Representatives Shall Be:**

**Gerardo Garcia, Secretary  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Shannon Milligan  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**Joshua Werner  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Mike Mortenson  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Matt Wayman, Alternate  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Utility Construction Worker Apprenticeship Subcommittee**

**The Employer Representatives Shall Be:**

**Karen DeVenaro, Secretary  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124**

**Garth Silvernale  
SCL  
3613 4th Ave S.  
Seattle, WA 98134**

**Bridgett Bascomb, Alternate  
700 5th Ave, Suite 3300  
PO Box 34023  
Seattle, WA 98124**

**Jeri Emundson, Alternate  
700 5th Ave, Suite 3300  
Seattle, WA 98124**

**The Employee Representatives Shall Be:**

**John Masterjohn, Chair  
2800 1st Ave S, Suite 310  
Seattle, WA 98121**

**Patrick Hammond  
700 5th Ave, Suite 3300  
Seattle, WA 98124**

**Kristy Tibbetts, Alternate  
700 5th Ave, Suite 3300  
Seattle, WA 98124**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**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.

**Michiko Starks, SCL, Training Director  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Bridgett Bascomb, SCL Coordinator  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Todd Toshio Snider  
Apprenticeship Program Manager  
Seattle Public Utilities  
700 Fifth Avenue, Suite 4900  
Seattle, WA 98124**

**Tauna Hood, SCL Coordinator  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**