



STANDARDS OF APPRENTICESHIP
adopted by

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

(sponsor)

<u>Skilled Occupational Objective(s):</u>	<u>DOT</u>	<u>Term</u>
AUTOMOTIVE MECHANIC	49-3023.01	8000 HOURS
AUTOMOTIVE SHEET METAL	49-3021.00	8000 HOURS
CABLE SPLICER	49-9051.00	8000 HOURS
DRAINAGE AND WASTEWATER COLLECTION WORKER	51-8031.00	4000 HOURS
DUPLICATING EQUIPMENT OPERATOR	43-9071.01	8000 HOURS
ELECTRICIAN CONSTRUCTOR	49-9051.00	8000 HOURS
GENERATION ELECTRICIAN CONSTRUCTOR	49-2095.00	8000 HOURS
HYDROELECTRIC MAINTENANCE MACHINIST	49-9041.00	8000 HOURS
LINEMAN	49-9051.00	6000 HOURS
METER ELECTRICIAN	49-9012.01	6000 HOURS
UTILITY CONSTRUCTION WORKER	47-3013.00	3000 HOURS
WATER PIPE WORKER	47-2151.00	4000 HOURS



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

APPROVAL:

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OCTOBER 16, 2009
Standards Amended (review)

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Standards Amended (administrative)

By: DAVE D'HONDT
Chair of Council

By: STEVE MCLAIN
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

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

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

See WAC 296-05-003 for the definitions necessary for use with these Standards.

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 Machinists & Aerospace Workers, Local 79, 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 has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

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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 (see WAC 296-05-316).

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

Education: **High school, vocational school graduates (with proof of graduation) or GED equivalency. 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.**

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 Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified 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 and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

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

B. Equal Employment Opportunity Plan:

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In accordance with Ordinance 109112 and Affirmative Action Plan for Employment as amended June 16, 1980, April 15, 1985, and January 2002, which establishes an Affirmative Action Plan for the City of Seattle.

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

For Automotive Mechanic, Automotive Sheet Metal, Cable Splicer, Duplicating Equipment Operator, Electrician Constructor, and Generation Electrician

Constructor: The term of apprenticeship shall not be less than four (4) years or 8,000 hours* of reasonably continuous employment.**

Hydroelectric Maintenance Machinist: The term of apprenticeship shall be not less than four (4) years or 8,000 hours* of reasonably continuous employment.**

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

All Lineworker apprentices registered with the State after August 31, 2004 will conform to current standards, as approved. All Line apprentices registered before August 31, 2004 will conform to standards approved previously at the time of registration with the State.

Water Pipe Worker: The term of apprenticeship shall not be less than two (2) years or 4,000 hours* of reasonably continuous employment.**

Drainage and Wastewater Collection Worker: The term of apprenticeship shall not be less than two (2) years or 4,000 hours* of reasonably continuous employment.**

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

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

****The phrase '..years of reasonably continuous employment..' denotes a minimum of 1840 straight-time (regular) work hours per year computed from the date apprenticeship begins, in which case the apprenticeship will be extended for all**

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hours less than 1840 hours per apprentice's year. This excludes Federally mandated items such as Active Military duty and time off due to FMLA (family medical leave act) which shall be evaluated on a case by case basis. This action may result in a temporary suspension of extension of their apprenticeship program for all hours less than 1840 hours per apprentice's year.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

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

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

A. Automotive 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.

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- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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.
- H. 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) journeyperson. 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:

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

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

A. Automotive 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	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	67%
2	7 - 12 months	71%
3	13 - 18 months	75%
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%

B. Automotive Sheet Metal:

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	67%
2	7 - 12 months	73%
3	13 - 18 months	77%
4	19 - 24 months	80%
5	25 - 30 months	85%
6	31 - 36 months	90%
7	37 - 48 months	95%

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C. Cable Splicer, Electrician Constructor, and Generation Electrician Constructor

Step	Number of hours/months	Percentage of journey-level 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. Persons entering the electrician constructor, generation electrician constructor, or cable splicer apprenticeship as of September 1, 1980 from a regular City position in the electrical 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.

D. 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	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	85%
2	7 - 12 months	87%
3	13 - 18 months	91%
4	19 - 24 months	94%

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.

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E. 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	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	67%
2	7 - 12 months	71%
3	13 - 18 months	75%
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%

F. 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	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	68%
2	7 - 12 months	72%
3	13 - 18 months	76%
4	19 - 24 months	80%
5	25 - 30 months	84%
6	31 - 36 months	88%
7	37 - 42 months	92%
8	43 - 48 months	96%

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.

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G. Lineworker and Meter Electrician:

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	67%
2	7 - 12 months	73%
3	13 - 18 months	77%
4	19 - 24 months	83%
5	25 - 30 months	89%
6	31 - 36 months	95%

Upon recommendation of the Apprenticeship Committee, an apprentice will be placed in the appropriate pay step. Each period shall be six months. Persons entering the Meter Electrician or Lineworker apprenticeship as of September 1, 1980 from a regular City position in the electrical 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.

H. Water Pipe 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	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	85%
2	7 - 12 months	87%
3	13 - 18 months	91%
4	19 - 24 months	94%

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.

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I. Utility Construction Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	1000 hours /0 - 6 months	85%
2	2000 hours/7 - 12 months	87%
3	3000 hours/13 - 18 months	91%

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

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Automotive Mechanic:</u>	<u>Approximate Hours</u>
1. Familiarization	500
New vehicle service, installation of accessories, body service and shop routine	
2. Brakes.....	500
Adjusting, relining and repairing hydraulic systems, power operated brakes, anti-lock brakes, and air vacuum brakes	
3. Chassis.....	600
Frames, steering units, front systems, shock absorbers, springs, shackles, alignments, stability control, wheels & tires, airbags and supplemental restraints.	
4. Clutches and transmissions.....	750
Clutches, transmission, standard and automatic overdrives and shift controls, power take-offs, and emphasis on heavy duty transmission and output retarder.	
5. Rear axle assembly.....	500
Differential, universal joints, drive lines rear axles	
6. Power plants	1200
Valves, timing gears and chains, piston and ring assemblies, bearings and crankshafts, cylinder reconditioning, cooling systems, and emerging technology.	
7. Electric system.....	1500
Wire and light systems, generators and regulators, starting motors, windshield wipers, etc., instruments and gauges, ignition and batteries, transmission controls computer control systems, and emphasis on electronics.	

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- 8. Motor Tune and Emission.....1250**
Carburetors, fuel systems, distributors, etc., trouble-shooting,
fuel injectors, tune-up, EFI, and drivability issues.

- 9. Hydraulic Systems700**
Hydraulic Pumps, motors, controls, hydrostatic drives, and Fire
Garage equipment with emphasis on safety systems, hoses, etc.

- 10. Miscellaneous.....500**
Exhaust systems, welding, auxiliary devices, etc., shop
operations

TOTAL HOURS: 8000

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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 sanding1500
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
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 equipment1500
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

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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
13. Overhead (T&D)	40
14. Civil Construction.....	40

TOTAL HOURS: 8000

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D. <u>Drainage and Wastewater Collection Worker:</u>	<u>Approximate Hours</u>
1. Introduction to the Drainage and Wastewater Collection System and Seattle Public Utilities	200
2. Safety, Personal Protective Equipment, Rules and Regulations	200
3. Repair and installation of sewer lines, drain lines and new structures	900
4. Drainage system maintenance and Creek projects.....	500
5. Pump station operation and maintenance	120
6. Investigation of backups, voids, odor complaints, and customer service	580
7. Maintenance of all piped drainage and wastewater systems	500
8. Maintenance of all detention structures and settling basins.....	500
9. Closed Circuit Television Inspection (CCTV).....	500
TOTAL HOURS:	<u>4000</u>

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

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- 4. **Offset Printing Presses3200**
 - 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

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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 section6440
 - 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

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- 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**
 - 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 Shop320**
- a. Safety meetings and equipment inspection**
 - b. Transformers**
 - (1) Testing**
 - (a) Breakdown**
 - (b) Core loss**
 - (c) Copper loss**
 - (d) Impedance**
 - (e) Ratio**

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- (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 residential80
 - 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)

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- 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 Construction520**
- Overview of maintenance, repairs and installation of Hydroelectric Generation Units and their auxiliaries.**
- a. **Skagit**
 - b. **Cedar Falls**

TOTAL HOURS: 8000

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<u>G. Generation Electrician Constructor</u>	<u>Approximate Hours</u>
1. Generating Station Maintenance and Construction section	6200
a. Safety orientation including Accident Prevention Manual. Safety meetings and equipment inspections.	
b. Maintenance, repairs and installation of Hydroelectric Generating Units and their auxiliaries.	
c. Maintenance, repairs and installation of DC excitation systems.	
d. Use of Blueprints for systems diagnostics, trouble shooting and laying out construction work.	
e. Protective relaying schemes, application and diagnostics	
f. Wiring and testing control circuits	
g. Station wiring	
h. Wiring and installation of switchboards and switchboard equipment	
i. Installation, adjustment, repair and maintenance of switching equipment, ACB's, load interrupters, disconnect switches and breakers	
j. Installation and maintenance of transformers, including auxiliaries	
k. Installation and maintenance of batteries and battery chargers	
l. Use of test equipment, ductor, multimeter, amprobe, megger, SF ₆ gas test, fault gas test	
m. DC motors and generators	
n. AC motors and generators	
o. Troubleshooting equipment malfunctions	
p. Rotation and phasing	
q. Isolating and disconnecting devices	
r. Clearance procedures	
s. Bushings: Installation and repair	
t. Conduit bending	
u. Cable splicing and terminating	
v. Power man lift equipment maintenance and safety	
w. Tower climbing and tower rescue	
x. Ladders, handling and safety	
y. Vault rescue	
z. Setting up safe work area, traffic coning and flagging	
aa. Rigging and lifting	
bb. Federal, State and local Electrical Codes	
cc. Substation and field inspections	
2. Generation Station Operations	240

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- 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 Relay320**
- 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**

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- 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**

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- 8. **Mechanical and Electrical Engineering160**
 - 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 Dispatching40**
 - 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 Marketing40**
 - a. **Goals**
 - (1) **To familiarize with the power marketing process and introduction to staff structure.**

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H. Hydroelectric Maintenance Machinist: Approximate Hours

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

1. Tool Crib.....	75
2. Pipe Threading & Plumbing Repairs.....	150
3. Oxy Acet/HT	75
4. Machine Maint/Align.....	550
5. Valves & Reg.	100
6. Aux Machinery	800
7. Overhaul Repair.....	1000
8. Rig & Crane Insp.....	150
9. Bench Work.....	500
10. Trouble Call.....	200
11. Layout	200
12. Hydraulic Equip.....	400
13. Pump Repair.....	100
14. Drill Press	200
15. Engine Lathe.....	800
16. CNC Lathe (ADD).....	450
17. Milling/Broaching	800
18. CNC Milling (ADD)	450
19. Grinding/Blanchard/Surface	250
20. Compressors	210
21. Fire Sprinkler	90

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22. Babbitting	150
23. Metal Saws	100
24. Misc. Safety Activities.....	<u>200</u>

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.

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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 (3) years 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.....1000
- 2. Conductors, insulators, switches cutouts and other protective devices1120
- 3. Working energized primaries with rubber gloves and rubber protective equipment, phasing, rotation1000
- 4. Transformers, hanging, phasing, testing, and paralleling1000
- 5. Services.....600
New Construction, Replacement, Weatherheads/Brothering, Splicing/Service Extension, and Troubleshooting.
- 6. Underground Residential Distribution960
Material handling, installing, secondary and primary cable, setting U.G. transformers, terminations and splices, installing conduit on poles.
- 7. Power Dispatchers40
- 8. Miscellaneous.....280
Computer Training, Safety meeting, care and inspection of equipment, and Engineering.

TOTAL HOURS: 6000

- 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 2000 hours will consist of Hot Sticking and/or rubber glove work on energized primary circuits.

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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

- 2. **Lab1200**
 - 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

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- (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**
 - h. **Photography (documentation)**

- 4. **General.....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. **Safety.....160**
 - a. **Safety meeting attendance**
 - b. **First-aid training**

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- 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. **Unit Rotations**400
- a. Distribution Overhead.....40
 - b. Underground residential Distribution40
 - c. Distribution Network Underground40
 - d. Station Construction and Maintenance40
 - e. Power Dispatchers40
 - f. Electric Shop.....40
 - g. Customer Service/Service Reps40
 - h. Operators40
 - i. Distribution Engineering.....40
 - j. Relay and Communications40

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.

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<u>K. Water Pipe Worker:</u>	<u>Approximate hours</u>
1. Introduction to the Water Distribution System	300
2. Maintenance, Renew & Repair Small Water Services	1000
3. Installation and Maintenance of Water Mains and their Appurtenances	860
4. Repair of Large Mains and Large Services	220
5. Installation of Large Mains and Large Services	580
6. Small Service Installation and Customer Relations	560
7. Transmission System Operation and Maintenance	480
TOTAL HOURS:	<u>4000</u>

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

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

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

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

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

The methods of related/supplemental training must consist of one or more of the following:

- Supervised field trips
- Approved training seminars
- A combination of home study and approved correspondence courses
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify):
 - **Approved Computer Based Training**
 - **State-approved Private Training Agency**
 - **Approved Qualified Journeylevel In-house Instructors/Trainers.**

See below Minimum RSI hours per year, (see WAC 296-05-305(5))

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

Automotive Mechanic: Each apprentice shall enroll in and attend classes in subjects related to the trade for not less than four (4) hours weekly 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.

Additional Information:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

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

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

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

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. **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.**
2. **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.**
3. **The following terms used herein shall be construed as specified below:**
 - a. **"City Department" shall mean any Department, City of Seattle, created by Charter and requiring the service of an "Apprenticeable Craft."**
 - b. **"Commission" shall mean the City Personnel Department, City of Seattle.**
4. **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:**
 - a. **Recommend instructors for apprenticeship classes.**
 - b. **Prepare annual reports of the work of the Apprenticeship Subcommittees, a copy of which report shall be furnished to each**

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Apprenticeship Subcommittee, the City Department, the City Personnel Department, the Mayor and the City Council.

- c. Review and approve the minutes of all meetings of the Apprenticeship Subcommittees.**
- d. 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).**
- e. 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.**
- f. 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.**
- g. (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****

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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.
- h. If an apprentice misses more than two (2) night school classes in any quarter without prior approval by the apprenticeship sub-committee, the apprentice may be summarily dropped from the program and discharged.
- i. 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.
- j. 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.
- k. No apprentice may begin the next school year until they have successfully completed all the requirements of their Related Supplemental Instruction (Night School) for the previous year. Apprentices having failed to successfully complete their RSI before the start of the next academic year shall be required to repeat the failed year of their apprenticeship or may be canceled from the program. This matter will be handled by the JATC with recommendation from the Subcommittee.
- l. 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.
- m. 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.

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- n. **Apprentices who miss more than the minimum number of OJT 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 minimum. Federally mandated items such as Active Military duty and time off due to FMLA (family medical leave act) which shall be evaluated on a case by case basis, which and may result in a temporary suspension or extension of their apprenticeship program for all hours less than 1840 hours per apprentice's year.**

B. 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**
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.**

C. Complaint and Appeal Procedures:

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

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action will be sent to the apprentice
- Within: 30 days request for reconsideration from the committee
- Apprentice to request local committee to reconsider their action

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Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

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

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in

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the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

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

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression

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- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

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 L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

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

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in

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

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

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

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

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

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

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

Quorum: **SEE ABOVE**

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.

The employer representatives shall be:

**Karen DeVenaro, Secretary
700 5th Avenue, Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Joe Mickelson
2700 Airport Way South
Seattle, WA 98134**

**Kenneth C. Bailey
Fleets & Facilities Department
700 5th Avenue, 52nd Floor
PO Box 34023
Seattle, WA 98124-4023**

**Sarah Miller, Alternate
SPU
2700 Airport Way S.
Seattle, WA 98134**

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

The employee representatives shall be:

**Marty Yellam, Chair
595 Monster Rd SW Suite 213
Renton, WA 98055**

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

**John Masterjohn
2800 First Avenue, Suite 316
Seattle WA 98121**

**Melody Coffman, Alternate
9135-15th Pl. S. 2nd Floor
Seattle, WA 98108**

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

Automotive & Metal Trades Craft Apprenticeship Subcommittee:

The Employer Representatives Shall Be:

**Steven Skylstad, Chair
Fire/Vehicle Maintenance
815 S. Dearborn St
Seattle, WA 98134**

**Rodney Masterjohn
Fire/Vehicle Maintenance
815 S. Dearborn St
Seattle, WA 98134**

**Michael (Vini) Vincent
255 S. Spokane St. Bldg. B. Floor 1
Seattle, WA 98134**

The Employee Representatives Shall Be:

**Thomas (Tom) Kelly, Secretary
FFD Repair Shop
805 S. Charles St, Floor 2
Seattle, WA 98134**

**Bob Rottinghaus
255 S. Spokane St. Bldg. B. Floor 1
Seattle, WA 98134**

**Shae Davies
PO Box 94689
Seattle, WA 98124-4689**

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Drainage and Wastewater Collection Worker Subcommittee:

The Employer Representatives Shall Be:

**Sara Miller, Secretary
700 5th Avenue, Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Andres Macadangdang
700 5th Avenue, Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Valerie Heide Mudra
700 5th Avenue, Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Allen Taylor
700 5th Avenue, Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Debbie Maxfield,
700 5th Avenue, Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

The Employee Representatives Shall Be:

**John Masterjohn, Chair
2800 First Avenue, Suite 310
Seattle, WA 98121**

**Mike Ward
700 5th Avenue, Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Mikal Bailey
700 5th Avenue, Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Gary Seviles
700 5th Avenue, Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

**Jason Moore
700 5th Avenue, Suite 4900
PO Box 34018
Seattle, WA 98124-4018**

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Electrical Craft Apprenticeship Subcommittee:

The Employer Representatives Shall Be:

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

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

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

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

**Andy Strong
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

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

**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**

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

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

**Tom Greely, Alternate
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**

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

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

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

The Employee Representatives Shall Be:

**Julie Knopf, Chair
500 Newhalem St
Rockport, WA 98283**

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

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

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

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

**Todd Warren
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124**

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

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

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

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

Hydroelectric Maintenance Apprenticeship Subcommittee (HEMMAC)

The Employer Representatives shall be:

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

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

**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**

CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

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:

**Warren (Sandy) W. Gray
2700 Airport Way S.
Seattle, WA 98134**

**Dave Gaurin
2700 Airport Way S.
Seattle, WA 98134**

**Chris Wolf
2700 Airport Way S.
Seattle, WA 98134**

The Employee Representatives Shall Be:

**Scott Rickert, Chair
2700 Airport Way S.
Seattle, WA 98134**

**Shannon Milligan`
2700 Airport Way S.
Seattle, WA 98134**

**Gisela Sanabria
2700 Airport Way S.
Seattle, WA 98134**

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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**

**David Boneham, Alternate
700 5th Ave, Suite 3300
PO Box 34023
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**

**Jerri Emundson, Alternate
700 5th Ave, Suite 3300
PO Box 34023
Seattle, WA 98124**

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XIII. TRAINING DIRECTOR/COORDINATOR:

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

Karen DeVenaro, SCL, Training Director
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124-4023

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

Kerry Copeland, SPU Coordinator
2700 Airport Way South
Seattle, WA 98134

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

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

Nadine Hansen, SPU Coordinator
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124-4023

Valerie Heide Mudra, SCL Coordinator
700 5th Avenue, Suite 3300
PO Box 34023
Seattle, WA 98124-4023