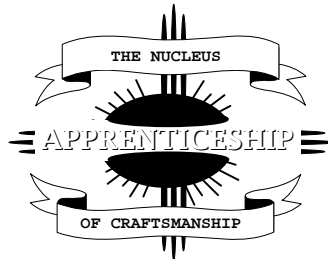




**STANDARDS OF APPRENTICESHIP
adopted by**

**SOUTHWEST WASHINGTON ASSOCIATED GENERAL CONTRACTORS
LABORERS APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	(sponsor)	<u>DOT and/or SOC</u>	<u>Term</u>
LABORER		47-2061.00	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:

NOVEMBER 16, 1995

Initial Approval

By: LAFRANK NEWELL

Chairman of Council

JULY 20, 2001

Addendum Amended

By: PATRICK WOODS

Secretary of Council

JULY 20, 2001

Committee Amended

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NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIC TO THE INDIVIDUAL NONJOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFTS AND PROBLEMS:

1. GEOGRAPHICAL AREA COVERED:

The area covered by these standards shall be as follows: Clark, Skamania, Cowlitz, Wahkiakum, Pacific and Klickitat Counties.

2. MINIMUM QUALIFICATIONS:

- Age: At least 18 years of age.
Education: None
Physical: Must be able to meet the requirements of the trade.
Testing: N/A.
Other:
1. All applicants must complete Trade orientation provided by the sponsor.
 2. All applicants must complete the sponsors Construction Safety Certification Training.
 3. Provide proof of age.

3. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

A. Selection Procedures:

The goal of this ranked method of selection is intended to bring into the program the apprentices that are the most qualified and the most likely to complete to journey-worker.

The sponsor shall open for applications as determined by the committee.

1. The sponsor shall be open for a minimum two-week period (ten working days) to accept applications.
2. Public notice of a program opening shall be distributed in accordance with the sponsors' affirmative action plan. This notice shall be distributed not less than 30 days in advance of the first date of application can be accepted. Notice of program openings shall be provided to the registration agency, other entities established under the sponsor's Affirmative Action Plan, and shall be posted at the sponsor's office located at AGC Center, 9450 SW Commerce Circle, Suite 200, Wilsonville, Oregon 97070.
3. The public notice of program opening must include the following:
Minimum qualifications, time and dates for accepting applications,

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address(s) where applications are available, and the general duties of the occupation.

4. Applications shall be provided to any interested individual. Only one application per individual may be submitted during each enrollment period.
5. An "Applicant Log" will be maintained in the sponsor's office that will show the applicants name and application/log number. Whenever an application is provided to an individual, an electronic or paper record will be made detailing to whom the application was provided, the manner by which was provided (US mail, in person, via fax or other electronic means). Such record shall also track the history of the application noting the date the application was provided to the individual, date it was returned to the program sponsor.
6. All completed applications will be:
 - Date and time stamped when received by the sponsor.
 - Supporting documentation will be reviewed.
 - Tracked to final disposition by the sponsor.
7. Non-eligible applicants, those who do not meet the minimum qualifications as stated in the standards will be notified in writing.
8. Selection Method: Selection on basis of rank from pool of eligible applicants.

Eligible Pool:

- a. All eligible applicants will be subject to the following process:
 - Complete Trade orientation provided by the sponsor
 - Complete the sponsors Construction Safety Certification Training.

Any applicant that fails to successfully complete the above will be removed from the applicant pool. Applicants who have not qualified will be notified in writing at this time.

- b. Qualifying applicants will be ranked using their application score (see Application Point System). These individuals will then be placed in a pool of eligibles in ranked order and retained on the list for a period of two (2) years.

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- c. The committee will determine the numerical level at which they wish the eligible pool to be maintained and will reopen the program as needed. New applicants will be ranked and merged with the existing pool.

- 9. Geographic regions - Individuals in the ranked pool of eligibles shall indicate their geographic availability.

- 10. Employers shall request apprentices by geographic region.

- 11. Individuals in the pool of eligibles that refuse employment within the geographic regions they indicated availability will be removed from the pool of eligibles.

- 12. Out of work apprentices will be dispatched prior to eligible applicants as per committee policy.

- 13. The sponsor will complete the apprenticeship agreement and submit it to the registration agency.

Exceptions:

If an employer has not participated in the training of an apprentice for at least two years prior to seeking entry or reentry into the apprenticeship program, the employer may select his/her initial apprentices from those bona fide employees who have been on his/her payroll for at least three months prior to the employer's application for an apprentice and as a training agent. The selected candidates for apprenticeship must meet the minimum qualifications for entry in the trade or craft at the time they are brought into the program. Once the initial selection of apprentices has been made, the employer is thereafter restricted to selection from applicants in the applicant pool established by the sponsor having jurisdiction in his area.

Application Point System - SW Washington AGC Laborers ATC

Qualifying applications will be reviewed and scored according to the following point system. Points will not be given unless the applicant provides written documentation (letters from employers on company letterhead, DD214, course certificates, school transcripts, etc.).

	Maximum Points
Valid Drivers License	3
High School Diploma/GED or equivalent	10
High School or community college classes in Industrial education; shop, drafting, architecture, arts and crafts, building construction, home economics, reading	20

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comprehension 5 points per course 20 points maximum	
Math - H.S. grade C+ or better, 1 year or equivalent	6
Algebra - H.S. grade C+ or better, 1 year or equivalent	2
Geometry - H.S. grade C+ or better, 1 year or equivalent	4
Physical Education - H.S. grade passing, 1 year or equivalent (extra curricular activity included)	6
Work experience: Construction 5 points per year**	15
Work experience: General 2 points per year**	10
Americore, Military, Peace Corp, Vista - Successful completion of commitment time 3 points per year	9
Graduate of an approved pre-apprenticeship program, state or federally funded (B-Fit, Youth Build, Job Corp)	15
Possible Points	100

**The intent here is to reward consistent, committed performance, not multiple, short duration jobs.

B. Affirmative Action Plan:

1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Disseminate information, within shops or concerns, concerning equal opportunity policy of the program's sponsor(s).
3. Engage in Outreach or other programs, where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship. (If signatory to Outreach program, attach appropriate documents.)
4. To encourage establishment and use of preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.
5. Grant credit for previous trade experience or trade-related courses for all applicants equally.
6. Engage in any other such action as stated above to ensure that recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.

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7. Selection from lists of qualified applicants for apprenticeship in other than order of rankings so as to reach women (minority and non-minority) or minorities.

4. **TERM OF APPRENTICESHIP:**

The term of apprenticeship shall not be less than 4,000 hours or reasonably continuous employment.

5. **PROBATIONARY PERIOD:**

All apprentices employed in accordance with these Standards shall be subject to a probationary period of the first 800 hours of employment.

6. **RATIO OF APPRENTICES TO JOURNEYMAN:**

The number of apprentices shall not exceed a ratio of one (1) apprentice to the first one (1) journeymen in full employment on the job in order to assure adequate training and supervision. Additional apprentices are authorized at the rate of one (1) to three (3) additional journeymen.

7. **WAGE PROGRESSION:**

Apprentices shall be paid on the following percentage basis in accordance with WAC 296-04-270 (2) (c):

0 hours to 1000 hours 60% of the journeyman wage rate.
1000 hours to 2000 hours 70% of the journeyman wage rate.
2000 hours to 3000 hours 80% of the journeyman wage rate.
3000 hours to 4000 hours 90% of the journeyman wage rate.

Rerates are not automatic. Rerates to the next level will be considered at each committee meeting and not less than once every six months. Apprentices must be in good standing to be considered for rerate to the next level. The committee is under no obligation to restore a lost rerate. An apprentice who has been "Held" from rerate must establish a track record of corrective action before requesting recovery of the lost rerate.

To be eligible for rerate:

- a. All paperwork must be current.
- b. All OJT requirements to advance must be met.
- c. Attendance and grades in related training must be good.
- d. Employer evaluations are positive on the MPR form.

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8. WORK PROCESSES:

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

<u>Laborer:</u>	D. O. T. #869.463-580	<u>Hours</u>
I.	General Skills.....	1600
A.	<u>Site/Project Preparation and Maintenance</u>	600
	Clearing, bucking and falling. Transportation, dismantling, and stockpiling of scaffolding and work platforms. Grading and compaction. Layout and staking protocols. Rigging and signaling for work traditionally performed by construction craft laborers. Site preparation, clean-up and security.	
B.	<u>Tools, Equipment and Materials</u>	600
	Tool equipment, and material recognition and preparation. Hand electric, gas, pneumatic, and power tool/equipment use and maintenance. Tool, equipment, and material storage and security.	
C.	<u>Safety</u>	400
	Confined space safety. Flagging, signing, and traffic safety awareness. Hazard material recognition. Trenching and site excavation.	
II.	Specific Skills	2400
	Apprentices to gain experience in each of the following specific work groups.	
A.	<u>Environmental Remediation</u>	800
	Asbestos Abatement Hazardous Waste Abatement Lead Abatement Petro-Chemical Abatement Radiation Remediation	

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B. Building Construction.....800
Concrete (tending, placement, removal)
Landscaping
Mason/Plasterer Tending

C. Heavy/Highway Construction.....800
Asphalt
Drilling and Blasting
Pipe Laying (work traditionally performed by construction
craft laborers)
Tunnel and Shaft

TOTAL HOURS: 4000

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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9. RELATED/SUPPLEMENTAL INSTRUCTION:
- A. Each apprentice shall enroll in and attend classes in subjects related to this trade as approved by the State Board for Community and Technical Colleges for a minimum of 144 hours per year.
 - B. The methods of related/supplemental training shall consist of one or more of the following:
 - () Supervised field trips
 - () Approved training seminars
 - () A combination of home study and approved correspondence courses
 - (X) Technical college
 - (X) Community college
 - () Other (specify)
 - C. Hours 144
 - D. Satisfactory progress must be maintained in related training classes. (See Section 10, Administrative/Disciplinary Procedures.)
10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:
- A. Administrative Procedures
 - 1. The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every pay period.
 - 2. The apprentice, regardless of wages received, shall be as such until he/she has fulfilled all minimum requirements and has been reclassified as a journey level carpenter.
 - 3. All apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.
 - 4. An apprentice who shows an advanced proficiency on the job due to training received prior to entrance into the apprenticeship program may be eligible for re-evaluation. It shall be the responsibility of the apprentice to prove past experience or training.
 - 5. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the apprenticeship committee after they have been signed by the employer or an appropriate representative of the employer. The above records shall

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contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed.

6. It is the apprentice's responsibility to keep his/her current address on file with the committee and training center.
7. A majority vote of the Apprenticeship Committee shall be final in all matters pertaining to training.
8. An apprentice must have adequate transportation to the job.
9. All committee members shall be actively participating in the industry as an employer, supervisor, employee, or employee representative.
10. Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade instruction as well as on-the-job.
11. The employer may require:
 - Applicants to have a valid drivers license and dependable transportation.
 - Applicants are physically able to meet the requirements for the trade.
 - Applicants to submit to drug testing.

B. Disciplinary Procedures:

1. All apprentice discipline requires formal committee action. Disciplinary action must be supported by relevant statute, regulation and/or committee policy. There are several types of disciplinary actions:
 - a. Non-Compliance (citation): This is not a formal disciplinary action; it is a warning that action will be taken if you do not comply with committee policy. A non-compliance or citation is issued when:
 1. Your MPR is missing or received after the 10th of the month.
 2. You have not been attending related training.

The Committee will notify the apprentice in writing of the problem, including what must be done to correct the problem and when the problem must be solved.

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- b. Hold: An apprentice can be retained at the same level if he or she is not adequately progressing in the program. (Not all holds are disciplinary, as an apprentice may have insufficient hours to advance due to illness, injury, or the work schedule provided by the training agent.) The committee will notify the apprentice of the problem in writing including what must be done to correct the problem and when the problem must be resolved. After the established time, the committee will reevaluate the apprentice's progress. If the problem is not resolved, the committee may take action to the appropriate level. An apprentice will not be held indefinitely.
 - c. Notice to Appear: The committee can request an apprentice to appear before it for any reason that the committee finds necessary. The Notice to Appear will be in writing (certified mail, return receipt), with the date, time, location, and reason the apprentice is to appear. Failing to respond to a committee's request to appear will result in further disciplinary action. Caution: the committee will automatically terminate a probationary apprentice (less than 800 OJT hours) if they fail to appear at the meeting.
 - d. Proposed Cancellation: This action is taken after the apprentice fails to appear before the committee and is the final step in the cancellation process. The Proposed cancellation Notice will be in writing (certified mail, return receipt), including the date time, location, and reason that the apprentice is to appear. Failing to respond to a committee's request to appear will result in cancellation from the apprenticeship program.
 - e. Cancellation/Termination: Apprentices will receive their termination notice by mail from the Apprenticeship Committee and Bureau of Labor and Industries. An apprentice who has been terminated by the Apprenticeship Committee cannot reapply for the program for twelve months.
- 2. Failure to show regular attendance at related classes will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the training program.
 - 3. Failure to submit a Monthly Progress Report (MPR) can result in a hold from being re-rated. Three successive failures to submit MPR's will result in disciplinary action up to and including termination.
 - 4. An apprentice may be discharged from a contractor's employ for unsatisfactory work, improper conduct, indifference to the rules and regulations, or insubordination. Apprentices shall be informed of their

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work and related training obligations as stated in these Standards. The Committee shall notify the apprentices of any violations of the obligations and shall summon the apprentice to appear before the committee.

5. Apprentices who have missed related instruction, as outlined in these Standards, will not be eligible for placement until such time as the requirement is satisfied.
6. Apprentices who refuse a work assignment are subject to disciplinary action, which may include cancellation of his/her apprenticeship agreement.

11. **COMPOSITION OF COMMITTEE AND ALTERNATES:**

A quorum must be present to carry on the regular business of the Apprenticeship Committee. A quorum shall consist of two or more employer and two or more employee members.

Employer Representatives:

Brad Sullivan, Chair
PO Box 659
Springfield, OR 97477

Robert Cole, Alternate
PO Box 12927
Salem, OR 97309

Charles Ebel
Nutter Underground
5419 NE 88th Street Bldg G
Vancouver, WA 98665

Julie Clevenger, Alternate
White Buffalo
PO Box 1301
Aumsville, OR 97325

Employee Representatives:

Samantha Mather, Secretary
4351 Exitar, Apt 10
West Linn, OR 97068

Mytrice Johnston
867 Ha-Mar NE
Salem, OR 97301

Rob Stahle, Alternate
PO Box 123927
Salem, OR 97309

Mike Ober, Alternate
3801 NE 73rd
Portland, OR 97213

12. **SUBCOMMITTEE:** (None)

13. **TRAINING DIRECTOR/COORDINATOR:**

Dan Graham

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AGC Center
9450 SW Commerce Circle
Suite 200
Wilsonville, OR 97070