



APPRENTICESHIP PROGRAM STANDARDS
adopted by

**GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE**

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-315]

RESIDENTIAL GLAZIER

47-2121.00

6000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Fraud Prevention and Labor Standards

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

N/A

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By: DAVE D'HONDT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

The following Standards for the development of Residential Glazier and Glassworker apprentices have been prepared by representatives of the Glaziers and Glassworkers, Local

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

No. 188, and employers of Residential Glaziers representing the industry. When approved by and registered with the Washington State Apprenticeship Council, these Standards will govern the training of apprentices in this industry.

I. GEOGRAPHIC AREA COVERED:

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

The area covered by these Standards shall be all of Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, and Whatcom Counties with headquarters in Seattle, King County, Washington.

II. MINIMUM QUALIFICATIONS:

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

- Age: **Must be a minimum of 18 years of age.**
- Education: **Must have a high school education or the equivalent.**
- Physical: **Must be physically fit to perform the duties of a residential glazier.**
- Testing: **NONE**
- Other: **Must have a valid driver's license, a good driving record and proof of Auto insurability.**

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council.

A. Selection Procedures:

1. **Apprenticeship applications will be accepted year around by appointment only. Applicants must fill out an application in person at the office of the Apprenticeship Coordinator.**

**Address is: Glaziers Architectural Metal & Glassworkers
6770 East Marginal Way South
Seattle, Washington 98108**

Upon showing proof of a High School Diploma, GED or equivalent and a valid driver's license and proof of auto insurability, applicants will be placed on the "New Hire List" in the order that they apply with other applicants. To remain in this list, they must contact the Training office on/or before the 1st day of every month. They may contact the training office by writing, faxing, calling, E-mailing or appearing in person at the Training office to sign in each month.

2. **Applicants will be registered from the "New Hire List" on a "first in first out" basis. Applicants must respond to a call to work within 48 hours. Unavailable applicants will go to the bottom of the list.**
3. **The apprenticeship office shall maintain a record of all applicants, the current status of all applicants pending and the final disposition of all applicants.**
4. **The JATC will have the ability to pierce the list to satisfy women and minority Affirmative Action Goals.**
5. **EXCEPTIONS:**
 - a. **(Direct entry) Individuals relocated from other glazier apprenticeship programs or graduates of the Glaziers Training classes of Job Corps may receive direct entry into apprenticeship program provided jobs are available and they meet the minimum requirements.**
 - b. **(Direct Entry) US Military Veterans with documented proof of Veteran status and who meet the minimum qualifications of these standards may be given direct entry into this program providing any individuals that have been on the eligible applicant list for a minimum of six months have had the opportunity to go to work first and work is available with an approved training agent.**

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

- c. **(Direct Entry) Production workers may enter apprenticeship program ahead of New Hire applicants after they have been a production worker for an approved training agent for a minimum of 6-months. Any credit given to said production worker/apprentice must be agreed upon with the JATC and employer and must be requested for in writing. Any time served as a production worker may be counted as credit towards apprentice hours if so requested by their employer and approved by the JATC. Production workers must also meet all Minimum Qualifications and fill out an application.**

- d. **An employee of a non-signatory employer, not qualifying as a journey-level worker, upon the employer becoming signatory, shall be evaluated by the JATC, using consistent, standards, non-discriminatory means and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training. This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.**

For such applicants to be considered they must:

- (1) Complete an application form.**

 - (2) Provide an official transcript for high school or post high school education.**

 - (3) Must have a valid Drivers License**

 - (4) Must show proof of active auto insurance.**

 - (5) The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.**

 - (6) Provide official documentation to show that the applicant was an employee performing Glaziers work prior to the employer becoming signatory.**
- e. **If an individual who signs an authorization card during an organizing effort, wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC using consistent standard, non-discriminatory means, and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training. This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.**

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

For such applicants to be considered they must:

- (1) Complete an application form.
 - (2) Provide an official transcript for high school or post high school education.
 - (3) Must have a valid Drivers License
 - (4) Must show proof of active auto insurance.
 - (5) The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.
 - (6) Provide official documentation to show that the applicant was an employee performing Glaziers work prior to signing the authorization card.
- f. (Direct Entry) Graduates of WSATC recognized Apprenticeship Preparation Programs may receive direct entry into apprenticeship registration provided jobs are available and they meet the minimum requirements.

B. Equal Employment Opportunity Plan:

The sponsor shall do the following to help meet the affirmative action obligations:

1. Cooperate with school boards, and/or community colleges and/or vocational schools to develop programs, which prepare students for entrance into apprenticeship
2. Disseminate information within shops concerning equal employment opportunity.
3. Encourage the use of pre-apprenticeship training and give equal opportunity for admission into the program.
4. Attend Job Fairs and Career Fairs for the purpose of distributing information about the nature of the Glaziers Apprenticeship program, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.

C. Discrimination Complaints:

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

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

IV. TERM OF APPRENTICESHIP:

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

The term of apprenticeship shall be a minimum of 36 months and 6000 OJT hours of reasonably continuous employment divided into six (6) pay periods of 1000 hours duration (with a minimum of 800 work hours per 1000 hour period) including probationary period and the required hours of related instruction. Any extension or reduction of this period of apprenticeship will be outlined in Section X of these Standards.

V. INITIAL PROBATIONARY PERIOD:

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

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

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

The first 1000 hours of OJT will be considered the initial probationary period. During this period of apprenticeship, registration may be canceled by either party

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

without the formality of a hearing. The Washington State Apprenticeship and Training Council shall be notified of such cancellations.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

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

The ratio of apprentices to journey-level workers on the job site or shop shall be as follows:

Any employer who steadily employs one (1) or more hourly paid journey-level residential glazier (or journey-level commercial glaziers doing residential work) may employ one (1) residential glazier apprentice. At no time will the number of residential glazier apprentices exceed the number of journey-level workers steadily engaged in residential glazing.

This ratio will be reviewed periodically and may be changed by action of the Apprenticeship Committee, subject to review by the Washington State Apprenticeship and Training Council.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

**GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE**

- A. Apprentices must be paid at least Washington’s minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. **Residential Glazier**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	55%
2	1001 - 2000 hours/7 - 12 months	60%
3	2001 - 3000 hours/13 - 18 months	65%
4	3001 - 4000 hours/19 - 24 months	70%
5	4001 - 5000 hours/25 - 30 months	80%
6	5001 - 6000 hours/31 - 36 months	90%
	Thereafter	100%

VIII. WORK PROCESSES:

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

The use of residential apprentices on a commercial jobsite is strictly prohibited.

A. **Residential Glazier**

APPROXIMATE HOURS

- 1. **Basic Construction Procedure.....800**
- 2. **Cutting and handling glass300**
- 3. **Specialty glass (edgework, holes, finger-pulls, safety glass)200**

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

4. Glass replacement (metal, wood and vinyl windows)	1500
5. Mirrors (layout, measure, install)	500
6. Shower Doors, Tub Enclosures (layout, measure, install)	500
7. Vinyl, Metal, Wood Windows (layout, measure, install)	1000
8. Doors (Sliding, Swing, Pivot)	300
9. Handrails, Deck Rails	300
10. Skylights	300
11. Sealants	200
12. Screens (door, window)	100
TOTAL HOURS:	6000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

- Sponsor approved training seminars (specify)
- Sponsor approved online or distance learning courses (specify)
- State Community/Technical college: **South Seattle Community College**
- Private Technical/Vocational college
- Sponsor Provided (lab/classroom)
- Other (specify): **Training Trust**

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

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

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

C. Additional Information:

Registered Apprentices will be provided with a minimum of 144 hours of RSI per year, up to a total of 432 hours of RSI over the course of their apprenticeship.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

3. Sponsor Procedures:

It is the intent of the Residential Apprenticeship Committee to provide, insofar as possible, continuous employment for all apprentices. This may necessitate the transfer of apprentices from one employer to another.

1. **Credit for Previous Trade Experience:**

- a. **Apprentices with previous experience in the glazing trade may apply for credit by:**
 - (1) **Taking a Residential General Knowledge examination related to the glazing trade for evaluation purposes.**
 - (2) **Submitting written resume to the Joint Apprenticeship Committee of previous experience and training in the glazing trade.**
 - (3) **Included in the resume the number of months credit being applied for.**
 - (4) **Submitting a letter from the employer willing to pay the higher rate if credit is granted by the Joint Apprenticeship Committee. Amount of credit will be determined by the Residential Joint Apprenticeship Committee after a careful review of the merits of each case.**

2. **School Attendance & Tuition**

- a. **All apprentices are responsible for their own tuition and parking fees. Tuition must be paid prior to or on the first class in each quarter. Tuition can be reimbursed only if the apprentice has not missed any classes during the quarter and has a 90% or better grade on his/her quarterly exam and has turned in all applicable work progress reports on time.**
- b. **Apprentices are expected to attend all scheduled and assigned classes in any quarter.**
- c. **Each apprentice will be allowed only (1) one absence from class in any quarter. All absences will be made up as assigned by the coordinator.**
- d. **One (1) class counts as four (4) hours of training.**

3. **Grades**

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

A grade average of 80% or higher must be maintained to receive a passing grade. A grade average of 79.9% or less is not acceptable and the apprentice will be required to repeat the failed class and remain at his/her present rate of pay for a period necessary to repeat the failed class. An apprentice may request to retake a failed test in order to receive a passing grade. The minimum passing grade for a retake is 85%.

4. Work hours and Restrictions

- a. The apprentice shall work the same hours as the journey-level worker and shall work under the supervision of a journey-level worker at all times, with the exception that during the last six (6) months of apprenticeship, the apprentice may work alone.
- b. Apprentices shall not work overtime or out of town if it interferes with their attendance at related instruction classes.

NOTE: Apprentices that are required to work their shift at night for their employer on their assigned class night may do so **ONLY** after a written letter by the Owner and/or Shop Superintendent has been received by the Apprenticeship Office and followed up with a phone call by the Training Coordinator.

Upon approval by the Training Coordinator, the apprentice will be counted as absent with the condition that the apprentice must attend assigned make-up classes to comply with the required 144 hours per year. If classes are not made up prior to his/her next scheduled raise, the apprentice will be counted as absent. Absences then will be handled within the rules stated in Section X, Article B.3, Paragraphs a and b of these standards.

- c. Scheduled increases will be delayed until ALL missed classes have been made up. If classes are made up after the scheduled raise date, the increase will not be retroactive. Classes may be made up during the week on weekends or at a time so scheduled by the coordinator. Make-up classes may not always be at the convenience of the apprentice.
- d. Any apprentice failing to be in class on time at the scheduled start time or not remaining until dismissed by the instructor will be considered absent.

5. Work Progress reports

- a. Work progress record sheets must be filled out properly by the apprentice and turned in by the last working day of the following

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

month. Work progress sheets may be given to the instructor during the school term. Work sheets will be accepted by the coordinator only when filled in correctly by the apprentice and SIGNED BY THE SUPERVISOR, MANAGER, or EMPLOYER.

- b. One work sheet is due each month whether the apprentice has worked or not.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.

2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

3. Sponsor Disciplinary Procedures:

- a. **Any apprentice who is absent from their assigned class two (2) times in the same quarter will have their apprenticeship extended one month and stay at their present rate of pay one additional month. The apprentice will also be required to appear in front of the JATC, to explain their reason for the absences. Failure to appear may result in disciplinary action, suspension, or cancellation of their apprenticeship.**
- b. **Any apprentice who is absent from his/her scheduled class three (3) times in the same quarter can be suspended from class and job. The apprentice will be required to appear before the Residential JATC, with their employer, at the next scheduled Residential JATC meeting. Failure by either party to appear will result in disciplinary action, suspension, or cancellation of their Apprenticeship Agreement.**
- c. **Work Progress reports**
 - (1) **An apprentice will not receive a wage progression until work progress sheets are up to date and turned in to the Apprenticeship Office.**
 - (2) **In addition, the term of apprenticeship may be extended one (1) month for each month the work sheet is late.**
 - (3) **If an apprentice fails to turn in three (3) consecutive months of work sheets, he/she can be removed from the job until work sheets are up to date.**
- d. **If any apprentice fails to conduct themselves within the above guidelines or is a constant disruption in class, they will be required to appear before the Residential JATC for possible discipline, suspension, or cancellation.**
- e. **Any apprentice that comes to any class under the influence of drugs or alcohol or is physically or verbally abusive to other apprentices, instructors or staff of the Community College, will be removed from class by the Coordinator or Instructor. Should this happen, he/she will be suspended from class and be required to appear before the Residential JATC for possible discipline, suspension or cancellation. The apprentice will be required to make up all classes missed.**

C. Apprentice Complaint Procedures:

- 1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint. 296-05-316(22)

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

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

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

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

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

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

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

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

Or;

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

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

- d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:
- a. Program name
 - b. Sponsor’s introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

D. Training Agent Management:

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

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

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

The Residential Apprenticeship Committee shall be composed of three (3) members representing management and three (3) members representing labor

- a. Quorum: **Shall consist of two (2) representatives from management and two (2) representatives from labor.**
- b. Program type administered by the committee: **GROUP JOINT**
- c. The employer representatives shall be:

Geoff Goldfinch, Chairman
2812 Rucker Avenue
Everett, WA 98201

Chris Bergsma
1430 NW Mall
Issaquah, WA 98027

Warren Willoughby
5210 74th St. W.
Tacoma, WA 98499

**GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE**

d. The employee representatives shall be:

**Tom Nikirk, Secretary
6770 East Marginal South
Seattle, WA 98108**

**Douglas Wagner
6770 East Marginal South
Seattle, WA 98108**

**Jed Nannery
6770 East Marginal South, Bldg. E
Seattle, WA 98108**

F. Plant programs

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

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

N/A

XII. SUBCOMMITTEE:

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

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

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

**Mark Beaufait, Training Director
6770 East Marginal Way South Bldg E, Suite. 102
Seattle, WA 98108**

GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS
RESIDENTIAL APPRENTICESHIP COMMITTEE

Douglas Wagner, Coordinator
6770 East Marginal Way South Bldg E, Suite. 102
Seattle, WA 98108

Sarah Swarthout, Co-Director
6770 East Marginal Way South Bldg E, Suite. 102
Seattle, WA 98108