



**STANDARDS OF APPRENTICESHIP  
adopted by**

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

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
RESIDENTIAL GLAZIER	47-2121.00	6000 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:**

JULY 22, 2005  
Initial Approval

APRIL 21, 2011  
Committee Amended

APRIL 21, 2011  
Standards Amended (review)

APRIL 18, 2008  
Standards Amended (administrative)

By: DAVE D'HONDT  
Chair of Council

By: STEVE MCLAIN  
Secretary of Council

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

INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, 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 of apprenticeship 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 sponsor 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. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when 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 (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

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 the 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 (Optional):

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

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

**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(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

**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 [see 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 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, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall

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

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 (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

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 being a Helmets to Hardhats participant and 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**

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

minimum of six months have had the opportunity to go to work first and work is available with an approved training agent.

- 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**

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

related training. This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.

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- (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.

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.

Discrimination Complaints.

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

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

**IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

**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:**

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 [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration 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 or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. 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.

**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 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 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

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

phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

**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:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. 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.

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

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

**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 296-05-303(5)(f)]

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

<b><u>A. Residential Glazier</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Basic Construction Procedure .....	800
2. Cutting and handling glass .....	300
3. Specialty glass (edgework, holes, finger-pulls, safety glass).....	200
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
<b>TOTAL HOURS:</b>	<b>6000</b>

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

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

The sponsor and 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.

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 the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, 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.

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

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college: **South Seattle Community College**
- Private Technical/Vocational college
- Training trust
- Other (specify):

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

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

- (X) 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.*

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 sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's 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 sponsor 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 296-05-316(22)].

A. General 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:**

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

- (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. 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.**
- e. 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.**

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

**3. Grades**

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 A, Paragraph's 2(d), 2(e), and 3 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**

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

- a. **Work progress record sheets must be filled out properly by the apprentice and turned in by the last working day of the following 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. **An apprentice will not receive a wage progression until work progress sheets are up to date and turned in to the Apprenticeship Office.**
- c. **In addition, the term of apprenticeship may be extended one (1) month for each month the work sheet is late.**
- d. **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.**
- e. **One work sheet is due each month whether the apprentice has worked or not.**
- f. **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.**
- g. **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.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All registered 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(22)

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

- Prior to: 20 calendar days of intention of disciplinary action by a sponsor
- Sponsors 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 must be sent to the apprentice
- Within: 30 calendar days request for reconsideration from the sponsor
- Apprentice to request sponsor to reconsider their action
- Within: 30 calendar days of apprentice's request for reconsideration
- Sponsor must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

- Within: 30 calendar days of final action
- Apprentice must submit the complaint in writing to the Department
  - Must describe the controversy and provide any backup information
  - Apprentice must also provide this information to the local sponsor
- Within: 30 business 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 sponsor disputes supervisor decision:**

- Within: 30 calendar 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 calendar 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.

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

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 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 program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department 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 the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor, with copy of minutes
- Journey Level Wage Rate – annually, or whenever changed
- Request for Revision of Standards - as necessary
- Request for Revision of Committee - as necessary
- Related Supplemental Instruction (RSI) Hours Reports (Quarterly):  
1st quarter: January through March, by April 10  
2nd quarter: April through June, by July 10

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

3rd quarter: July through September, by October 10  
4th quarter: October through December, by January 10

- On-the-Job Work Hours Reports (bi-annual)
  - 1st half: January through June, by July 30
  - 2nd half: July through December, by January 31

3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
  - Program name
  - Sponsor's introductory statement (if applicable)
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator
  
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. 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 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 the Department.

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

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or

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

- 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 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

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

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).

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

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

**Quorum: Shall consist of two (2) representatives from management and two (2) representatives from labor.**

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

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**

The employee representatives shall be:

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

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

**Pete Riley**  
**6770 East Marginal South**  
**Seattle, WA 98108**

**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 approved by the main committee.

**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.

**Craig Stewart, Training Coordinator**  
**6770 East Marginal Way South**  
**Seattle, WA 98108**