



STANDARDS OF APPRENTICESHIP
adopted by

**NORTHWEST WASHINGTON ELECTRICAL INDUSTRY JOINT
APPRENTICESHIP AND TRAINING COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
CONSTRUCTION ELECTRICIAN (INSIDE WIREMAN)		47-2111.00	8000 HOURS
LIMITED ENERGY/SOUND AND COMMUNICATION TECHNICIAN		49-2022.00	4800 HOURS
MAINTENANCE ELECTRICIAN		47-2111.00	8000 HOURS
NEON SIGNMAN		47-2111.00	8000 HOURS
RESIDENTIAL WIREMAN		47-2111.00	4000 HOURS
SHOP ELECTRICIAN		51-2022.00	8000 HOURS



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

APPROVAL:

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Initial Approval

JULY 17, 2009
Committee Amended

APRIL 17, 2009
Standards Amended (review)

JULY 18, 2008
Standards Amended (administrative)

By: DAVE D'HONDT
Chair of Council

By: STEVE MCLAIN
Secretary of Council

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

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

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

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

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

The science of electricity is constantly changing and expanding. From its inception, the Electrical Industry has kept pace with new technologies and is now one of the largest industries in the United States. This rapid expansion means that the electrical apprentice must be given sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.

The electrical trade is unique in that it is mechanical, technical and professional. In order to meet industry demands in an ever evolving technical environment, the electrical industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities to proficiently perform the individual job tasks associated with the work processes of the trade. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The Electrical Industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the electrical worker is constantly called upon to make decisions concerning proper performance methodology.

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Electrical installations are very complex and highly sophisticated. Faulty installations often prove to be extremely expensive and hazardous. Much of the complex wiring involved in the work is hidden from view when the job is completed; any defect in this hidden work can cause serious damage and prove to be extremely costly. The well-trained electrical worker takes pride in the appearance of their work, and in its technical correctness and structural soundness.

The Joint Apprenticeship and Training Committee (JATC), representing the parties to the local Collective Bargaining Agreement (CBA) - The National Electrical Contractors Association (NECA) and The International Brotherhood of Electrical Workers (IBEW) - has dedicated its time to develop an efficient training program so the apprentice can, through a systematic program of schooling and on-the-job training, become a well qualified electrical worker. The degree of success that the JATC has in its operation will depend upon the willingness of all local parties of the Electrical Industry to cooperate in this type of joint activity. Quality training remains a high priority with the IBEW and NECA.

All functions of the JATC shall be on the basis of non-profit endeavor. The JATC will adopt and promote nationally developed Apprenticeship Standards and Curricula to insure quality apprenticeship and training for the industry in the best interest of the apprentice, management, labor, the customer and the public.

POLICY

The local apprenticeship and training program shall be administered by the Joint Apprenticeship and Training Committee (JATC). All parties and all apprentices shall conform to these Standards.

All JATC Standards will be registered with, and approved by, the National Joint Apprenticeship and Training Committee (NJATC) prior to being submitted to the appropriate Registration Agency and locally implemented.

These Standards, after proper registration with the Washington State Apprenticeship and Training Council, herein after referred to as the "Registration Agency", shall supersede all previous JATC Standards. All entities and/or individuals cooperating in these Standards shall refer all matters involving any apprentice or pertaining to apprenticeship and training to the JATC. The JATC shall take action and dispose of all apprenticeship matters before action is reported to, or acted upon by, the sponsoring organizations.

In the event the JATC cannot resolve an issue not covered by these Standards, the matter in dispute (excluding EEO Complaints) shall be referred to the sponsoring parties for settlement. EEO complaints and non-CBA issues may be taken to the Registration Agency by either the JATC or the apprentice.

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I. GEOGRAPHIC AREA COVERED:

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

The area covered by these Standards shall be Chelan, Douglas, Grant, Island, Okanogan, San Juan, Skagit, Snohomish, and Whatcom Counties.

II. MINIMUM QUALIFICATIONS:

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

A. General - All Occupations:

Individuals may enter the pool of qualified applicants by any of the following means stated below. Every individual selected for apprenticeship shall come from this established pool and shall serve the same probationary period required of all newly registered apprentices.

Individuals who can show that they meet the conditions in one or more of the means listed below will be afforded an oral interview by the JATC. Once interviewed, an applicant shall remain active on the Apprentice Application Record Book for the apprenticeship program for which they have interviewed, subject to selection, for a period of two (2) calendar years from the date of interview unless they decline an offer, request to be removed from the list, or fail to qualify on applicable post-selection requirements (such as a drug screen), or they are approved for a re-interview after one year following the date of their most recent interview.

- 1. To qualify for interview and ranking, applicants must complete an application form, accurately responding to all questions and items and must:**

Age: **Be a minimum of 18 years of age at the time of application. Applicants must submit a copy of their birth certificate or other reliable information verifying their date of birth.**

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Education: Be a least a high school graduate, or have a GED, or, in lieu of a high school diploma or GED, have a two year Associate Degree or higher. Show evidence of successful completion (with a "C" or better) of: one full credit of high school algebra or one post-high school algebra course equivalent to one full credit of high school algebra (general math for Residential Wireman) or provide evidence of completing the NJATC Tech Math course with a minimum score of 75%. Applicants must submit transcripts of their course and grades

Physical: Be physically and mentally able to safely perform or learn to safely perform essential functions of the job with or without reasonable accommodations. Be able to climb and work from ladders, scaffolds, poles and towers of various heights. Be able to crawl and work in confined spaces such as attics, manholes and crawlspaces.

Testing: Obtain a qualifying score, where applicable, using the Electrical Trade's Aptitude Test developed and validated by the American Institutes for Research for the NJATC.

Qualifying score:

Construction Electrician (Inside Wireman): 4

Limited Energy/Sound and Communication Technician: 4

Other: Be a resident of the geographical area covered by these standards. Purpose of residency clause is to actively promote compliance with affirmative action goals and timetables. See geographical area covered as listed above under Section I of these standards (WSATC Policy April 1997).

Be able to get to and from work at job sites anywhere within the geographical area covered by these standards.

Be able and willing to attend all related classroom training as required to complete their apprenticeship.

Be able to read, hear and understand instructions and warnings.

2. Exceptions:

a. Individuals with Previous Work Experience.

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(1) Construction Electrician (Inside Wireman)

Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand (4000) hours specifically in the electrical construction trade will qualify for an oral interview by the JATC to be considered along with other qualified applicants. Such individuals shall not be required to meet the education and testing requirements under Section II, Subsection A.

To qualify under this provision, applicants must provide to the JATC proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate. An absolute minimum of four thousand hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is NOT a form of direct entry.) If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.

Qualified applicants who have been interviewed and selected for this occupation who have previously completed another IBEW/NECA apprenticeship will be awarded a minimum of three thousand, five hundred (3,500) hours OJT credit. Such individuals will be properly evaluated by the JATC and placed in the appropriate year of related training.

(2) Limited Energy/Sound and Communication Technician

(a) Individuals who have accumulated a minimum of twenty-four hundred (2400) hours of sound and communications work experience shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the Subcommittee,

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using consistent, standard, nondiscriminatory means and thereby awarded advanced standing in the apprenticeship program. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is not a form of direct entry.) Such individuals shall not be required to meet the education and testing requirements under Section II, Subsection A.

To qualify under this provision, applicants must provide the JATC with proper documentation that defines their experience in the limited energy/sound and communications industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. The JATC will examine all documentation submitted before qualification is acknowledged. An absolute minimum of two thousand four hundred hours of **LIMITED ENERGY/SOUND AND COMMUNICATIONS WORK EXPERIENCE** must be proven to meet this qualification.

- (b) Youth who completed a Jobs Corps training program in the occupation of telecommunications will qualify for an oral interview by the JATC to be considered along with other qualified applicants. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is not a form of direct entry.) If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. Such individuals shall not be required to meet the education requirements under Section II, Subsection A.

(3) **Residential Wireman**

- (a) Individuals who have accumulated a minimum of twenty-four hundred (2400) hours residential work experience shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means and thereby awarded advanced standing in the apprenticeship program. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is

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not a form of direct entry.) Such individuals shall not be required to meet the education and testing requirements under Section II, Subsection A.

To qualify under this provision, applicants must provide the JATC with proper documentation that defines their experience in the residential industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. The JATC will examine all documentation submitted before qualification is acknowledged. An absolute minimum of two thousand four hundred hours of **RESIDENTIAL WORK EXPERIENCE** must be proven to meet this qualification.

- (b) Youth who completed a Jobs Corps training program in the occupation of electrical construction will qualify for an oral interview by the JATC to be considered along with other qualified applicants. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is not a form of direct entry.) If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. Such individuals shall not be required to meet the education requirements under Section II, Subsection A.

b. Individuals with Previous Military Occupational Specialty (MOS) Experience

A military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction trade (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is not a form of direct entry.) If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. Such individuals shall

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not be required to meet the education requirements under Section II, Subsection A.

To qualify under this provision, applicants must have previous military work experience in the identified MOS as stipulated above and provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate their previous military training and experience.

c. Individuals with Previous Education and Training

(1) Construction Electrician (Inside Wireman)

- (a) Individuals who have received an Associates Degree in the fields of Commercial or Industrial Electrical or Instrumentation issued by a public Community or Technical College in the State of Washington will qualify for an oral interview by the JATC to be considered along with other qualified applicants. If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for the previous education and training. All post selection requirements remain in force. Such individuals shall not be required to meet the education and testing requirements under Section II, Subsection A.**

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

ALL OCCUPATIONS

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A. Selection Procedures:

1. **The Committee shall adopt the procedure for selection of apprentices as written by the National Joint Apprenticeship and Training Committee.**
2. **Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to study these Standards and the apprenticeship agreement. Selected applicants shall sign an acknowledgement that they have reviewed these documents and are willing to abide by them.**
3. **Applications will be available at the JATC Training Center (306 Anderson Road, Mt. Vernon, WA 98273) every Monday (excluding holidays) at 10:00 a.m. and 2:00 p.m.**

For applicants who are residents of Chelan, Douglas, Grant and Okanogan Counties, the following may apply: Application request form will be available at the offices of IBEW Local #191 at the Wenatchee Labor Temple (27 N. Chelan, Wenatchee, WA 98801) every weekday (excluding holidays) from 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. These applicants must then return the completed application request form, supplemental information form and application fee to the JATC Training Center (306 Anderson Road, Mount Vernon, WA 98273). Upon receipt of the properly completed forms and application fee, the JATC will mail the applications to the applicant.

4. **Applications will be taken the year around as individuals express an interest.**
5. **Interviews will be held periodically. All applications taken since the last series of interviews will be processed to final disposition before any individual is selected. Interviews will be granted to all who meet the basic requirements.**
6. **Those not interviewed because they lack basic qualifications will not be reconsidered until they correct any deficiencies they may have and reapply (further schooling, etc.).**
7. **All selected applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL individuals will qualify on a drug screen test. Cost of the test is to be borne by the JATC.**

All applicants for the occupation of Construction Electrician (Inside Wireman), following selection, but prior to registration, will qualify on a physical examination as outlined by the NJATC, cost to be borne by the JATC.

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8. EXCEPTIONS:

- a. **An electrical construction employee of a non-signatory employer not qualifying as a journey-level worker when the employer becomes signatory shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in Section II, Subsection A above, for interview and selection, are waived with all other post selection requirements remaining in force. For such applicants to be considered, they must:**
- (1) Complete an application form**
 - (2) Provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becoming signatory.**
 - (3) Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.**
 - (4) Be deserving of advanced standing, based upon evaluation by the JATC.**
- b. **An individual who signs an authorization card during an organizing effort wherein fifty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the non-signatory electrical contractor and does not qualify as a journey-level worker, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in Section II, Subsection A above, for interview and selection, are waived with all other post selection requirements remaining in force. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:**
- (1) Complete an application form**

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- (2) **Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provisions of these Standards.**
 - (3) **Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.**
 - (4) **Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.**
- c. Registered Native Americans who have secured work through TERO referral for a Tribal Project may receive direct entry into apprenticeship as an apprentice provided:**
- (1) **The employer is an approved training agent of this committee.**
 - (2) **The applicant has met the minimum qualifications of these standards for the occupation in question, or completes additional supplementary training as deemed necessary by the JATC prior to completing the probationary period. It is understood that the applicant must provide official transcripts from high school and post high education and training and take the Electrical Trade's Aptitude Test developed and validated by the American Institutes for Research for the NJATC.**
- d. Transfer of Apprenticeship - Direct Entry. In order to transfer an apprenticeship agreement between two local IBEW/NECA JATC's having a registered inside apprenticeship program, the following requirements must be met:**
- (1) **The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.**
 - (2) **The apprentice's sponsoring JATC must agree to the transfer.**
 - (3) **The receiving JATC must agree to the transfer.**
 - (4) **The parent organizations of both JATCs (the two NECA Chapters and the two IBEW Local Unions) must agree to the transfer.**
 - (5) **The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.**

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- (6) **The transferring apprentice must:**
 - (a) **Complete an application form.**
 - (b) **Provide to the JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement-properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent file.**
 - (c) **Upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated.**
 - (d) **Have registration proceedings initiated immediately by the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.**
- (7) **Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an IBEW/NECA inside apprenticeship program.**

B. Equal Employment Opportunity Plan:

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, or age - except the applicant must meet the minimum age requirement. The JATC does not, and will not discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will take affirmative action to provide equal opportunity in apprenticeship and operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended, and other applicable law and lawful regulations, including:

- 1. **Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**

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2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.
3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor.
4. Engage in any other such action to insure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.

Discrimination Complaints.

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

IV. TERM of APPRENTICESHIP:

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

A. Construction Electrician (Inside Wireman), Maintenance Electrician, Neon Signman, and Shop Electrician.

The JATC shall see that each apprentice completes a minimum of 8000 hours of reasonably continuous supervised employment. The JATC will attempt to provide for participation in all of the work processes as outlined in Section VIII of these Standards. The apprentice shall participate in the number of hours of related classroom training, outside the normal work hours, per year of apprenticeship, as specified in Section IX of these Standards.

B. Limited Energy/Sound and Communication Technician

The JATC shall see that each apprentice completes a minimum of 4,800 hours of reasonably continuous supervised employment. The JATC will attempt to provide for participation in all of the work processes as outlined in Section VIII of these Standards. The apprentice shall participate in the number of hours of related classroom training, outside the normal work hours, per year of apprenticeship, as specified in Section IX of these Standards.

C. Residential Wireman

The JATC shall see that each apprentice completes a minimum of 4,000 hours of reasonably continuous supervised employment. The JATC will attempt to provide for participation in all of the work processes as outlined in Section VIII

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of these Standards. The apprentice shall participate in the number of hours of related classroom training, outside the normal work hours, per year of apprenticeship, as specified in Section IX 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:

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

During the initial probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the initial probationary period.

Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments to the assigned period of apprenticeship and/or level of related classroom training may be made during the initial probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.

A. Construction Electrician (Inside Wireman), Maintenance Electrician, Neon Signman, and Shop Electrician.

The first 1600 hours of OJT employment and satisfactory performance in related classroom training shall constitute the initial probationary period.

B. Limited Energy/Sound and Communication Technician

The first 960 hours of OJT employment and satisfactory performance in related classroom training shall constitute the initial probationary period.

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C. Residential Wireman

The first 800 hours of OJT employment and satisfactory performance in related classroom training shall constitute the initial probationary period.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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

A. The numeric ratio of apprentices to journey-level persons, consistent with proper supervision, training, safety and continuity of employment, shall be as follows. The ratio shall apply to each job site or shop.

1. Maintenance Electrician, Neon Signman, and Shop Electrician.

The ratio shall be 2 apprentices for every 3 journey-level persons or fraction thereof. This ratio shall not be exceeded unless agreed to as per the CBA applicable to the specific occupation. For example:

Number of Journey-Level Persons	Maximum Number of Apprentices
1	1
2 to 3	2
4 to 6	4
7 to 9	6

2. Construction Electrician (Inside Wireman), Limited Energy/Sound and Communication Technician.

The ratio shall be 1 apprentice to 1 journey-level worker.

3. Residential Wireman (January 16, 2009 - Final approval of 2:1 Ratio exception)

The ratio shall be 2 apprentices to 1 journey-level worker.

B. All work (OJT) shall be performed under the supervision of a journey-level person. Supervision will not be of such nature as to prevent the development

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of responsibility and initiative. Work may be laid out by the employer's designated supervisor based on the apprentice's skills and ability to perform the job tasks, after which the apprentice shall be permitted to perform job tasks in order to develop skills and trade competencies.

- C. The apprentice's work shall not interfere with attending related instructional classes.
- D. An apprentice shall not supervise the work of any other apprentice or workers of any other classification.
- E. Apprentices with a minimum of 6,500 hours of OJT who have successfully completed the Fourth Year of related instruction, may be permitted to perform electrical construction work without the direct supervision of a journey-level person as follows: while the apprentice's supervising journey-level person must be present on the jobsite, such apprentice may be assigned to independently perform job tasks at the jobsite consistent with the apprentice's skills, knowledge and ability to perform the work as determined by the employer.
- F. Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six-month, nonrenewable, unsupervised electrical training certificate by the Washington State Labor and Industries Electrical Section.

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. 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.

Fringe benefits for apprentices will be paid according to the terms of the appropriate collective bargaining agreement covering their occupation, where applicable.

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A. Construction Electrician (Inside Wireman)

Step	Number of hours/months	+ Related Training	Percentage of journey-level rate
1	0000 - 1000 hours	Satisfactory Progress	40%
2	1001 - 2000 hours	Satisfactory Progress	50%
3	2001 - 3500 hours	1st Year of School Completed	55%
4	3501 - 5000 hours	2nd Year of School Completed	65%
5	5001 - 6500 hours	3rd Year of School Completed	75%
6	6501 - 8000 hours	4th Year of School Completed	85%
Completion	8000 hours	5th Year of School Completed	100%

B. Limited Energy/Sound and Communication Technician

Step	Number of hours + Months	+ Related Training	Percentage of journey-level rate
1	0000 - 0800 hours + N/A	Satisfactory Progress	55%
2	0801 - 1600 hours + N/A	Satisfactory Progress	60%
3	1601 - 2400 hours + 6 months	1st Year of School Completed	65%
4	2401 - 3200 hours + 6 months	Satisfactory Progress	70%
5	3201 - 4000 hours + 6 months	2nd Year of School Completed	80%
6	4001 - 4800 hours + 6 months	Satisfactory Progress	85%
Completion	4800	3rd Year of School Completed	100%

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C. Residential Wireman

Step	Number of hours/months	+ Related Training	Percentage of journey-level rate
1	0000 - 1000 hours	Satisfactory Progress	50%
2	1001 - 2000 hours	Satisfactory Progress	60%
3	2001 - 3000 hours	1st Year of School Completed	70%
4	3001 - 4000 hours	Satisfactory Progress	85%
Completion	4000	2nd Year of School Completed	100%

D. Maintenance Electrician, Neon Signman, and Shop Electrician

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	40%
2	1001 - 2000 hours	50%
3	2001 - 3500 hours	55%
4	3501 - 5000 hours	65%
5	5001 - 6500 hours	75%
6	6501 - 8000 hours	85%

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VIII. WORK PROCESSES:

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

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

In order to provide for the development of the necessary trade skills in the various work processes, the JATC shall attempt to provide the apprentice with OJT in the following categories, as job-training assignments permit.

<u>A. Construction Electrician:</u>	<u>DOT 824.261-010</u>	<u>Approximate Hours</u>
1. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary shop work and preparation.		500
2. COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation.		3500
3. INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and the-necessary shop work and preparation.		3000
4. SPECIALIZED SYSTEMS-wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems.		1000
	TOTAL HOURS:	8000

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B. Limited Energy/Sound and Communication Technician

DOT 829.281-022

Approximate Hours

- 1. Limited energy installations, including: Cables and supports, wire pulling, splices, conduit, flex tray and duct, controls, wiring devices, removal and finish work, stock room and materials, overhead and underground.....2100

- 2. Troubleshooting and maintenance350

- 3. Occupation specific applications, including:2350
 - a. Communications systems, including intercom, data telecommunication, and paging.
 - b. Specialized control systems, including HVAC.

TOTAL HOURS: 4800

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<u>C. Maintenance Electrician:</u>	<u>DOT 829.281-014</u>	<u>Approximate Hours</u>
1. Commercial and industrial wiring		
2. Signal wiring		
3. Power Wiring		
4. Control equipment		2000
5. Lighting circuits		
6. Wiring splicing		
7. Fixture Work		
8. Assembly		
9. Wiring and repair		
10. Hanging		
11. Check and repair equipment		
12. Rigid conduit installation		2000
13. Motor troubles, detection and repair		
14. Transformers		
15. Repair compensators		
16. Safety method		
17. Install light and power equipment		
18. Signal equipment		
19. Replace fuses, bulbs		2000
20. Maintain electrical circuits and equipment		
21. Appliance repair		
22. Safety methods		
23. Motor repair		
24. Welding, brazing and burning		
25. General maintenance		2000
26. Safety methods		
27. First aid		
28. Electronic controls and circuits		
29. Induction heating.		
	TOTAL HOURS:	8000

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D. Neon Signman: DOT 824.281-018 Approximate Hours

- 1. Service:**
 - a. General knowledge of metals, as related to the trade.....1000**
 - b. General commercial wiring installation.....200**
 - c. Transformers - high frequency currents1000**
 - d. City codes and regulations1000**
 - e. Safety practice - First Aid200**
 - f. Wiring on neon signs2000**
 - g. Rigging and scaffolding1000**

- 2. Complete knowledge of tube bending and glass welding. Chills and strains explained and likely causes of them. Layout work (block and script). Complete knowledge of operation of vacuum pumps and gauges and the pumping of units1600**

TOTAL HOURS: 8000

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<u>E. Residential Wireman:</u>	DOT 824.261-010	<u>Approximate Hours</u>
1. Wiring of outlets in single family residence		1170
2. Wiring of general outlets in multiple family residences, apartment buildings, swimming pool lighting and equipment		900
3. Wiring for service connection meters and distribution		270
4. Major appliance installation and service		190
5. Remodeling of residential buildings		450
6. Mobile home services		145
7. Low voltage controls		135
8. Installation, service, and controls of electrical heat		450
9. Installation, service and control of air-conditioning		290
	TOTAL HOURS:	4000

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<u>F. Shop Electrician</u>	DOT 721.484-010	<u>Approximate Hours</u>
1. Care and use of tools, equipment and materials		1000
2. Dismantling, stripping and assembling resistors		1000
3. Winding: A.C. motors, D.C. motors, transformers		1500
4. Armatures and rotors; winding, bonding turning and undercutting		1000
5. Circuits, connections and testing: A.C. motors, D.C. motors, transformers.		1000
6. Controls A.C. and D.C.....		1000
7. Switchboards: assembly, fabrication and layout		1500
	TOTAL HOURS:	8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

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

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

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A. Construction Electrician (Inside Wireman)

The apprentice shall participate in a minimum of 200 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Five-Year Inside Wireman Apprenticeship Course Material.

B. Limited Energy/Sound and Communication Technician

The apprentice shall participate in a minimum of 165 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Three-Year Telecommunications (Video, Voice and Data) Installer-Technician Apprenticeship Course Material.

C. Residential Wireman

The apprentice shall participate in a minimum of 165 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Two-Year Residential Apprenticeship Course Material.

D. Maintenance Electrician, Neon Signman, and Shop Electrician

The apprentice shall participate in a minimum of 165 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the appropriate apprenticeship course classroom training for their occupation.

Additional Information:

- A. The JATC permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and proficiency-type examinations to be used in determining whether or not to award credit and waive specific course(s), or area(s) of training.**
- B. Each apprentice shall be required to participate in related instructions away from the job. The time spent in related classroom instruction shall be in addition to the required minimum hours of on-the-job training. The minimum number of classroom hours per year may change from time to time in order to meet training needs. Such changes must be properly approved by the Registration Agency.**

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- C. The JATC shall secure competent Instructors whose knowledge, experience and ability to teach shall be carefully examined and monitored. When possible, the Instructors shall take the teacher training courses made available from the NJATC.**
- D. The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instructions.**
- E. The Instructors shall administer NJATC or other (in the case of non-NJATC programs) standardized tests in a timely manner. Such tests shall be evaluated and scored by the Instructor and reviewed with the class. Immediately following class reviews of the tests, the Instructor shall return all tests and materials to the JATC for proper filing. No test or test materials will be left in the hands of any apprentice. The JATC and the Instructors will be prudent and diligent in all efforts to protect the integrity of the testing materials.**
- F. The JATC shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. The JATC will require performance reports to be filed on a regular basis by the Instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice - providing an accumulative record of performance in related training.**
- G. The JATC shall inform each graduating apprentice of an NJATC program of the availability of college credit through the NJATC's College Credit Program with the American Council on Education (ACE), and any Continuing Education Units (CEUs) that may be available.**
- H. The JATC shall see that all apprentices complete CPR/First Aid training during their probationary period. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. NOTE: This training may require additional classroom hours.**
- I. The JATC shall see that each apprentice successfully completes the NJATC, OSHA approved Ten-Hour Construction Safety course, before beginning the Second-Year of related instructional training. NOTE: This training may require additional classroom hours.**

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.

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

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 Apprenticeship Committee takes further action.

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

A. **General Procedures**

1. **Adjustment of Differences: Cancellation or Resignation of Apprenticeship Agreement:**

- a. **The JATC shall have full authority and responsibility to review and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters.**
- b. **Apprenticeship agreements may be canceled at any time during the term of apprenticeship as follows: The apprenticeship agreement may be canceled at the request of the apprentice or may be suspended for a specified period of time, canceled, or terminated by the JATC, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the Registration Agency of any such action taken (probation extension, disciplinary probation, demotion, suspension, or cancellation).**
- c. **Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Furthermore, they are not eligible to participate in any related training activities.**

B. **Local Apprenticeship Committee Policies**

1. **The JATC shall establish a written Policy Statement that sets forth the policies, rules, and penalties regarding conduct within the program. The**

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policies, rules and penalties shall be consistently applied in a nondiscriminatory manner. Every registered apprentice shall be provided a copy of the Policy Statement at time of registration and a copy of all subsequent modifications.

2. Apprentices shall have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement.
3. Disciplinary action may involve a warning, holds in advancement in progression, disciplinary probation, demotion, suspension, or cancellation from the program.
4. Apprentices who are required to appear before the Committee for possible disciplinary action will be so notified in writing at least 20 days prior to their requested appearance.
5. Apprentices are required to carry a current Training Certificate from the Department of Labor & Industries Electrical Section at all times. The Apprentice is responsible for supplying a copy of their current Training Certificate to the JATC to be placed in the Apprentice's file.
6. Apprentices will be required to pay tuition and purchase books at the start of each school year. The JATC is a trust, therefore the law does not allow Apprentices to charge books or tuition. These costs must be paid before attending school. In the case of NSF checks, a money order will be required to replace the bounced check along with an additional \$20.00 fee for administrative expenses. This must be provided within five days of the bookkeeper giving notification to the Apprentice.
7. Apprentices who refuse to sign any required paperwork will cause themselves to be canceled from the program.
8. The JATC does not tolerate harassment of any type as defined by the E.E.O.C. Apprentices who engage in such conduct will be subject to disciplinary action. Apprentices who believe that they have been harassed should immediately notify the JATC office. Such complaints will be treated confidentially except to the extent necessary to investigate and resolve the complaint.
9. Apprentices will be required to travel anywhere in this committee's area if needed. When long distances are involved, every consideration will be given to keep Apprentices working in their respective areas.
10. While minimum hours of school per year are required for completing the required related training, Apprentices will be required to attend all regular

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and special classes scheduled. Special classes such as safety, orientation or seminars may be required in addition to the normal school hours.

11. **Within 30 days of completing the OJT and RSI requirements of their program, Construction Electrician (Inside Wireman) and Residential Wireman apprentices are required to make application to the Electrical Section to take the appropriate certificate of competency examination. Apprentices are required to take the examination within 30 days of being approved for examination by the Electrical Section and to immediately furnish the JATC with the results of their examination. Any apprentice who fails the examination will be required to engage in additional study as determined by the JATC and to retake and pass the examination within 180 days of completing their OJT and RSI Requirements.**

12. **CONDUCT AT SCHOOL**

- a. **There will be no drugs, alcohol or firearms possessed or used in the JATC training center or any other facility provided by the JATC for the training or housing of apprentices.**
- b. **Newspapers or reading material other than schoolwork will only be read on breaks or at lunchtime.**
- c. **The training center is a no smoking facility. No tobacco products are allowed inside the training facility. Apprentices may smoke or chew outside; ashtrays will be provided and are to be used for all tobacco products.**
- d. **Sleeping in class will not be tolerated.**
- e. **Cell phones are not allowed in class.**
- f. **Electronic games are not allowed in class.**
- g. **The instructor is the foreman in the classroom. He has full authority to run the class as he sees fit. Class disruption and insubordination by Apprentices will not be tolerated.**
- h. **Any disciplinary problems will be addressed by the class instructor. He may suspend an Apprentice from class for one day. If the same Apprentice is suspended from class for a second day, that Apprentice will appear before the Committee, and not be allowed to return to class.**

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- i. The training center will not close for weather. If it is impossible for an Apprentice to make it to school, they must call and advise the JATC office. This will count as a day missed.**
- j. Each Apprentice is expected to be at the training center by the scheduled starting time. If the apprentice does not sign in by that time, they could be counted absent for the day.**
- k. If an Apprentice is absent more than one day, or two evenings in the case of night school, during the class year, they may be required to appear before the Committee. That Apprentice may be required to take the same class over in the following year, and their progression may be frozen for that year. The Apprentice will be required to make up the days missed (if missing more than one day, or two evenings, or tardy more than twice per class year) by taking 8 hours of Journey-level continuing education classes offered by this JATC for every absence or three tardies (or fraction thereof) that have been recorded by the instructor. The Apprentice may also take a class at one of the community colleges with prior approval from the JATC office. Raises will be withheld until all classes have been made up. It will be the apprentice's responsibility to sign up for and attend required classes.**
- l. A passing grade is considered to be at least 75%. A score below this will be considered a scholastic failure.**

13. CONDUCT ON THE JOB

- a. The JATC and Employers take a dim view of excessive absence, tardiness, or not calling in when not able to come to work, and job termination may result. Any problems with absenteeism or tardiness will be reported to the JATC for appropriate disciplinary action.**
- b. Apprentices cannot quit an Employer without the permission of the JATC. Should an Apprentice wish to make a change of employers, they should make a written request to the JATC including the reason for the request.**
- c. When an Apprentice becomes unemployed for any reason, the Apprentice must provide a copy of the termination slip to the JATC as soon after the termination as possible.**
- d. When an Apprentice is terminated for cause, the Apprentice must appear before the Committee prior to returning to work, unless through investigation it is determined there may be circumstances beyond the Apprentice's control. The Training Director will discuss the circumstances thoroughly with the Chairman and Secretary of the**

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Committee as well as the Chapter Manager and the Business Manager before waiving this requirement.

- e. An Apprentice who is terminated for cause due to failing a drug screen test will be required to appear before the Committee prior to returning to work. The Apprentice will also be required to take a drug screen test, (at their expense), and that test must be negative, before they will be allowed to return to work. The Committee will require that Apprentice to seek an evaluation from a drug or alcohol treatment center and follow the recommended treatment plan. The Apprentice will then be required to be subject to random drug screen tests for a period of up to one year. The tests will be set up and paid for by the JATC.
- f. Work reports are required to be turned in monthly and are due on the first day of the following month and must be turned in whether the Apprentice is working or not working, including while attending day school. They are delinquent after the 10th day of the following month. Work reports for months with OJT hours to report must be signed, and the evaluation completed by, the supervising journey-level person and, when possible, the foreman and employer. Late work reports will cause an apprentice's advancement to be delayed one day for every day that the work reports are late. Work reports that are one month late or more will cause an apprentice's advancement to be delayed one month for every late monthly work report. Repeated violations of this policy will result in additional disciplinary action up to, and including, cancellation.

14. JOB ASSIGNMENT

Apprentices will be assigned to employers by the JATC office. The JATC has full authority to transfer Apprentices from one job to another, or from one Employer to another in order to provide the necessary diversity of OJT. Apprentices are required to accept all job assignments given to them by the JATC and are not allowed to do electrical work for any employer other than the one to which they have been assigned.

15. CANCELLATION

Cancellation may occur at the request of the Apprentice at any time. Cancellation by the Committee can occur without a specific reason during the initial probationary period, but after the initial probationary period must be for cause with a reasonable opportunity for correction allowed when circumstances warrant it.

Apprenticeship agreements will be canceled for such causes as:

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- a. **Violations of these policies or rules, or refusal to sign required paperwork.**
- b. **Excessive absenteeism or tardiness (school or job)**
- c. **Scholastic failure (while one failure may not bring cancellation if other factors are positive, two term failures will result in automatic cancellation).**
- d. **Lack of satisfactory job performance**
- e. **Irresponsible acts, falsification or cheating**
- f. **Repeated or continuous job and/or school problems (for example, insubordination or disruptive behavior).**
- g. **Using alcohol or controlled substances on the jobsite or in the JATC training center or any other facility provided by the JATC for the training or housing of apprentices.**

C. Complaint and Appeal Procedures:

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

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

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

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

If apprentice chooses to pursue the complaint further:

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Within: 30 days of final action

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

Within: 30 days for supervisor to complete investigation

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

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

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

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

Within: 30 days after hearing

- WSATC to issue written decision

- 1. The JATC will supply all apprentices with a copy of the Registration Agency's "Notice - Your Right to Register an Equal Employment Opportunity (EEO) Complaint" form.**
- 2. Apprentices shall have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing.**
- 3. The JATC has full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the local union and the apprentice, unless otherwise noted below.**
- 4. If applicants or apprentices believe an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:**
 - a. For issues regarding wages, hours, working conditions, and other issues covered by the Collective Bargaining Agreement, apprentices may seek resolution through the applicable Grievance and**

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Arbitration Articles of the collective bargaining agreement AFTER first bringing documented evidence to the JATC.

- b. The local JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the registered Standards. The local JATC shall make rulings as it deems necessary in each individual case. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur.**

- c. Any apprentice or applicant for apprenticeship who believes they have been discriminated against on the basis of race, color, religion, national origin, sex, or age - except the applicant must meet the minimum age requirement - with regard to apprenticeship, or that the equal opportunity standards with respect to their selection have not been followed in the operation of the apprenticeship programs, may contact directly the Federal, State or local Equal Employment Opportunity Commission (EEOC), and/or the Registration Agency.**

Complaints to the U.S. Department of Labor, which may be filed by the apprentice or through an authorized representative of the apprentice, must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standard.

The JATC shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, State, and Federal contacts for receiving complaints. This procedure is also a part of the Affirmative Action Plan.

- d. The Complaint and Appeals Procedures shall be equitably applied to all applicants and apprentices.**

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.

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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.
1. **The JATC shall, in conformity with the National Joint Apprenticeship and Training Committee's Standards and Policies and the local CBAs, adopt and establish approved Standards governing the qualifications, selection, employment, education, and training of all apprentices, and register such Standards with the Registration Agency.**
 2. **Each sponsoring party must have at least one (1) JATC member present to establish a quorum at JATC meetings.**

Each sponsoring party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members as stipulated in Section XI, Subsection E, regardless of the number of members present. In the event that the parties are divided on an issue, each party may cast its full vote as if all were present. However, a vote to abstain is an official vote, it represents one of the votes of the sponsoring party is entitled to and is not counted as either a yea or a nay.

An individual member must be physically present to personally vote on JATC matters. Written (absentee) votes are not acceptable for JATC matters.

3. **The JATC shall meet at least once a month and on call of the Chairman when a specific need arises. The JATC may agree to cancel a regularly scheduled monthly meeting due to specific or unusual circumstances.**
4. **The JATC may employ a Training Director. The Training Director shall assume such responsibility and authority for the day-to-day operation of the apprenticeship and training programs as is delegated by the JATC. However, all governing responsibility for the apprenticeship program rests with the JATC including interviewing, selecting, and supervising**

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apprentices and assuring full compliance with these Standards, the Affirmative Action Plan, and the Selection procedures.

5. The JATC shall determine the number of apprentices needed to keep the area supplied with an adequate number of Journey-level workers in the areas covered by these Standards. The JATC shall consider all factors (employment opportunities, attrition, etc.) having a bearing on the number of apprentices needed when determining the number to register. The JATC shall also consider its capability to provide on-the-job training (OJT) and related instruction training.
6. The JATC shall select apprentices without discrimination because of race, color, religion, national origin, sex or age - except the applicant must meet the minimum age requirement. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual - as per the Affirmative Action Plan and Selection Procedures made a part of these Standards.
7. The JATC shall see that each apprentice satisfactorily completes the minimum course materials produced by the NJATC or other minimum course materials as required by the JATC for non-NJATC programs.
8. The JATC shall strive to see that each apprentice receives supervised on-the-job experience in the work processes and job tasks as outlined in these Standards.
9. The JATC shall determine the adequacy of each participating employer to provide the apprentice the necessary training needed to gain experience in the various job tasks and work processes of the trade.
10. In order to provide diversity of training and/or employment opportunities, the JATC shall have full power and authority to transfer apprentices from one job or shop* to another, or from one participating employer to another. (*shop designates the compliment of workers who report daily to the employer's designated place of business; e.g. the "service-truck" crew)
11. All OJT transfers and assignments shall be issued by the JATC.
12. If an unsafe worksite condition is brought to the JATC's attention, it shall be investigated immediately by the JATC and brought to the attention of the employer and the Local Union. Failure to respond to any recommendations made by the JATC shall be just cause for removing any remaining apprentices from a specific jobsite or from the employer.
13. The JATC cannot, and does not, employ apprentices. Therefore, it is not obligated to actually employ the apprentice but shall use every effort to

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keep the apprentice employed in a reasonably continuous manner with the participating employers.

14. Before selected applicants for apprenticeship are given OJT assignments, the JATC shall see that each apprentice is properly registered with the JATC (through the execution of an apprenticeship agreement) and registered with Registration Agency. The apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended, canceled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for correction action, and with written notice to the apprentice and to the Registration Agency of the final action taken.
15. The JATC shall retain all application forms submitted along with all related documents and materials for a period of five (5) years - regardless of the application outcome. Such records shall include all announcements of apprenticeship opportunity.
16. The JATC shall maintain complete and accurate records (including employment records) on all apprentices for a minimum of five (5) years following the last committee action - including graduation.
17. The JATC shall consider and act on all matters, issues or problems concerning apprenticeship and training to the best of its ability avoiding, if at all possible, referring such to the sponsoring parties.
18. The JATC shall hear and consider all violations of its policies and rules and of the apprenticeship agreement, and shall make such rulings in a consistent and nondiscriminatory manner.
19. The JATC shall establish and implement a written complaint procedure. A copy of the complaint procedure shall be provided to every apprentice.
20. The JATC shall make an annual report to the sponsoring parties carefully reviewing its work for the preceding year, including a review of the current Affirmative Action Plan, its overall effectiveness, and changes made to the Plan as a result of the review. Such report shall not include any information identifying individual apprentices in any manner.
21. The JATC shall call upon the NJATC and professional consultants for assistance and guidance when deemed necessary.
22. The JATC shall work cooperatively with the NJATC in completing Industry surveys and annual reports, and in maintaining the Industry's National Standards.

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- 23. It shall be the duty of the JATC to see that all sections of these Standards, the Affirmative Action Plan, the Selection Procedures, Policy Statements, Rules and Regulations are enforced without discrimination.**

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

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

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

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

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

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction

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

C. Management of Apprentices:

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

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

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

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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.
- 8. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for Approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.**
9. The JATC shall maintain a standard procedure to best ensure reasonable continuous employment for all apprentices. The JATC shall make all OJT assignments, reassignments and transfers, ensuring adequate training and employment opportunities. Should the current employer be unable to provide the apprentice full employment on a reasonably continuous basis in the work processes outlined in these Standards, the apprentice may be transferred or reassigned to another participating employer as determined by the JATC.
10. The JATC shall require each apprentice to submit a work report on a monthly basis. Such reports shall be maintained by the JATC as part of its official file for each apprentice. Further, the JATC shall use the reports to provide an accumulative OJT record of experience in the various work processes for each apprentice.
- 11. Applicants selected for apprenticeship shall be employed only by approved training agents upon becoming registered. In the event that the JATC is unable to provide an eligible apprentice an on-the-job training assignment, apprentices may seek temporary employment outside of the electrical construction and maintenance industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instructional classes. Additionally, apprentices shall remain at all times subject to immediate call by the JATC for an on-the-job training assignment given by the JATC. Under no circumstances shall a participating employer be denied the assignment of an apprentice due to an apprentice temporarily working outside the electrical construction and maintenance industry. Failure to immediately comply with instructions to return to the JATC for an**

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on-the-job training assignment may result in termination of the apprentice's apprenticeship agreement.

12. Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided the two JATCs, their respective parent organizations and the apprentice agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement clearly indicating that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with such instruction to return to the JATC with whom they are registered may result in the termination of the apprentice's apprenticeship agreement.

13. **Credit for Previous Experience**

- a. Candidates with previous knowledge and skill acquisition in the electrical construction trade can ask for and have such work and job experience evaluated by the JATC prior to signing an Apprenticeship Agreement. Where such experience warrants, the JATC will place the apprentice in the appropriate period with commensurate wages as determined by the JATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period. After signing the Apprenticeship Agreement and being employed the apprentice cannot request an evaluation of past experience.
- b. The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training. The JATC will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJT and related instruction. Hours of OJT credit awarded and related instruction placement level are independent of one another. Those awarded OJT credit and assigned to the appropriate pay period classification may be given additional time to successfully complete related instructional requirements.
- c. The granting of advanced standing or credit for previously acquired experience, training, or skills shall be applied equally to all applicants and measured against the work processes, with commensurate wages for any progression step so granted.
- d. Advance standing is subject to review throughout the initial-probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of

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apprenticeship period and level of related instruction, as the JATC determines.

14. Advancement of Apprentices

- a. Every four months during the first year of apprenticeship, and yearly thereafter, the JATC shall examine the progress of the apprentice on the job and in related instruction. The JATC will also receive a monthly OJT training report from the employer showing the experience and training in the various work processes acquired by the apprentice and evaluating the apprentice.
- b. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

15. Certificate of Completion

- a. Upon satisfactory completion of the appropriate course of study, accumulation of the required hours of OJT, and acquisition of the appropriate jurisdictional Journeyman Electrical License (where applicable); the JATC will certify to the sponsoring parties, to the NJATC, and to the Registration Agency that the apprentice has satisfied the requirements of his or her apprenticeship agreement.
- b. The JATC will present each graduating apprentice with a Certificate of Completion issued by the NJATC. The JATC shall request a Completion Certificate from the NJATC for every individual completing the apprenticeship program. Each Certificate shall be approved and signed by the officers of the JATC. The JATC shall likewise submit a request for a Completion Certificate to the Registration Agency.
- c. The JATC will notify the IBEW Local Union of the date of each satisfactory completion, allowing the Local Union to reclassify the individual as per IBEW By-Laws, Rules and Policies. The JATC will likewise notify the graduating apprentice's current employer and the NECA Chapter.

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

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working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
 3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.
 4. **An employer who is eligible to train apprentices shall comply with the qualifying requirements as set forth in the basic labor agreement and be able to provide the necessary work experience for training as determined by the JATC. Participating employers must comply with all provisions of the apprenticeship program including the registered Standards of Apprenticeship, the Affirmative Action Plan and Selection Procedures, and the JATC's policies and rules. The employer shall only secure apprentices through the JATC. Qualifying employers shall contribute to the JATC trust fund the rate established by the joint sponsors of the JATC and/or as stipulated in the local JATC Trust Agreement.**
 5. **While the apprentice is on the jobsite it shall be the responsibility of the Employer to provide to the apprentice a safe and healthful workplace and conditions of employment and work assignments that the apprentice can safely perform.**
 6. **The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970 and as amended by Public Law 101-552, dated November 5, 1990, or State, or local standards that have been found to be at least as effective as the Federal standards.**
 7. **The employer will determine the ability of its journey-level workers to adequately train and supervise the OJT of the apprentice based upon the work process being learned, and assign apprentices accordingly.**
- E. Composition of Committee: (see WAC 296-05-313)

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- 1. The JATC shall be composed of 6 members: 3 who are qualified and duly appointed in writing to represent the Cascade Chapter, NECA and 3 who are qualified and duly appointed in writing to represent IBEW Local Union No. 191 (Each party shall have equal representation). Members of the JATC shall be appointed in writing by the party they represent.**
- 2. The term of office shall be for 3 years. The term of one (1) employer representative and one (1) union representative shall expire each year on December 31. A committee member may be reappointed. Any reappointment shall also be in writing for the same specified term.**
- 3. The Committee shall select from its membership, but not both from the same party, a Chairman and a Secretary who shall retain voting privileges (as set forth in the basic CBA).**
- 4. Any vacancy created as a result of members leaving the JATC prior to the expiration of their appointment, shall be filled by the appropriate party to complete the unexpired term (the appointment shall be in writing).**

Any JATC officer or member may be removed by the sponsoring organization upon recommendation of a majority vote of the JATC for dereliction of duty, breach of confidentiality or misconduct as a member/trustee. Such a recommendation shall be forwarded in writing to the sponsoring organization for action.

- 5. A JATC member shall also serve as a JATC trustee. Likewise, a JATC trustee must be a member of the JATC.**
- 6. JATC minutes shall reflect all appointments, reappointments, resignations and terminations of JATC members/trustees.**
- 7. Due to the confidential nature of apprenticeship agreements and apprentice records and issues, all JATC meetings are to be considered as "closed meetings," except where state law provides otherwise.**
- 8. Consultants and guests may be invited to attend meetings of the JATC (via invitational acceptance or approved request), but shall have no official voice and no vote. There are to be no alternate or ex-officio members of the JATC.**
- 9. The JATC may establish or authorize a joint subcommittee to be similarly constituted and appointed for training purposes to meet a specific need, such as a Residential or Telecommunication subcommittee. Such subcommittees shall be established at the discretion of the JATC and shall remain in place until terminated by a majority vote of the JATC. Subcommittee members shall be appointed by the sponsoring parties in the same manner that JATC**

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members are appointed. Members of a subcommittee may or may not be JATC members. Subcommittee members shall not serve as JATC trustees unless they also serve as JATC members.

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.

Quorum: Each sponsoring party must have at least one (1) JATC member present to establish a quorum at JATC meetings.

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

The employer representatives shall be: (NECA)

Cindy K. Austin, Secretary
2702 Colby Ave. Suite 1206
Everett, WA 98201

Brad Crawford
6426 182nd Pl SW
Lynnwood, WA 98037

Nancy Williams
Seven Sisters
PO Box 719
Sedro Woolley, WA 98284

The employee representatives shall be: (Local #191 IBEW)

David Howson, Chairman
2701 Hoyt
Everett, WA 98201

Darrell Chapman
2701 Hoyt
Everett, WA 98201

Justin Gau
2701 Hoyt
Everett, WA 98201

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XII. SUBCOMMITTEE:

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

**Randall A. Ambuehl, Training Director
306 Anderson Road
Mt. Vernon, WA 98273**