



APPRENTICESHIP PROGRAM STANDARDS
adopted by

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
HOUSING PLUMBER	47-2152.02	6,000 HOURS
HVAC/REFRIGERATION MECHANIC	49-9021.02	10,000 HOURS
MAINTENANCE PLUMBER/STEAMFITTER	47-2152.02	10,000 HOURS
MARINE PIPEFITTER	47-2152.01	6,000 HOURS
PIPEFITTER	47-2152.01	10,000 HOURS
PLUMBER	47-2152.02	10,000 HOURS
RESIDENTIAL SERVICE MECHANIC	47-2152.02	8,000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

N/A
Provisional Registration

JANUARY 18, 2018
Standards Last Amended

NOVEMBER 22, 1939
Permanent Registration

By: DAVE D'HONDT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

The following Apprenticeship Standards for the development of apprentices in the various branches of the plumbing and pipefitting trades have been prepared by representatives of the Mechanical Contractors Association of Washington, the Puget Sound Shipbuilders Association, and representatives of the United States and Canada, Local Union #32, National joint Plumbing Apprentice and Journeymen Training Committee, and the National Joint Steamfitter-Pipefitter Apprenticeship Committee, with the assistance of Office of Apprenticeship, Employment and Training Administration, U.S. Department of Labor, and approved by and registered with the Registration Agency

I. GEOGRAPHIC AREA COVERED:

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

The area covered by these Standards shall be all of King, Clallam, Jefferson, Chelan, Okanogan Counties and the western one-half of Douglas County and the western one-half of Ferry County.

II. MINIMUM QUALIFICATIONS:

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

Age: Applicants for Apprenticeship must be at least 18 years old.

Education: Apprentice applicants must be high school graduates or have a passing grade on an official high school equivalency test. Applicants must provide the committee with a transcript of their high school grades or their High School Equivalency test scores. College transcripts will be accepted in lieu of high school transcripts with a high school diploma or High School Equivalency certificate.

Physical: All applicants must be physically capable of performing the work of this trade.

Testing: Applicants must complete one of the three options listed herein: the EdReady Introductory Algebra Assessment with a pass rate of 60 points or better; OR the Accuplacer test with a score of 80 points or better; OR Applicants that have taken and passed an Algebra course

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

with a GPA of 3.0 or better at a high school or college within a year of the date of application may submit transcript proof in lieu of taking either test.

Exception - Housing Plumber, Residential Service Mechanic, and Marine Pipefitter applicant test scores will only be advisory.

The applicant must complete a 5 or 10 panel NON-D.O.T. drug test (at applicant's expense) with negative results. The test results must be within 15 days of application submission and must be submitted with the completed application. The test results will be considered valid for two years from date of application, should the candidate need to reapply in that time frame.

- Other:
- 1. All applicants for the occupations of Plumber, Housing Plumber, and Pipefitter must be a resident of the area covered by these standards (exceptions will be made for the purpose of affirmative action).**
 - 2. All applicants must have a valid Washington State driver's license.**
 - 3. For Maintenance Plumber/Steamfitter and Residential Service Mechanic applicants only: Must have an employable driving record and proof of Auto insurability without concern.**

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The Sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council.

A. Selection Procedures:

- 1. Apprenticeship applicants must obtain all required documents, as listed below, and submit in person in order to be issued an application provided at the Training Center, 595 Monster Road SW. Suite 100, Renton WA 98057. Applications will not be issued or recorded without the necessary requirements.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

- a. **High school transcripts or High School Equivalency test scores (not diploma)**
- b. **Results of the Accuplacer or Ed Ready Math test; or transcript indicating a 3.0 GPA in a high school or college level Algebra course within the last year.**
- c. **Negative NON-D.O.T. drug test results**
- d. **Copy of their valid Washington State driver's license**

EXCEPTION: Applicants seeking employment with City of Seattle in the occupation of Maintenance Plumber/Steamfitter will be selected through the hiring practices of the City of Seattle and must make application at location noted in recruitment announcements to be posted as needed. All minimum qualification documentation outlined in Section II will be provided to the City of Seattle directly. Eligible applicants placed on the ranked list will remain active for two (2) years from the date of placement.

2. **Once the dates for the Hands-On Test and Interviews have been determined, all current applicants will be scheduled and notified of their specific date and time.**
3. **All applicants who attended and completed the Hands-on Test will be interviewed. Applicants will be requested to renew their applications at each interview. In the event an applicant misses an interview, they will retain their hands-on ranking score and will be notified again to appear when the next interviews are scheduled. If the applicant fails to appear to two consecutive interviews, or fails to renew their application at two consecutive scheduled interviews, the applicant will be removed from the eligibility pool.**
4. **Interview scores will become the applicants ranking score. The committee will select applicants in descending order of ranking.**
5. **All applicants who have completed one of the following courses, ANEW, SVI-PACT, PSSC, PACE or a committee approved Pre-apprenticeship course will be given an additional 5 points at time of interview.**
6. **Apprentice applicants seeking credit for previous experience gained outside of the supervision of the JATC, must submit such request and furnish all records, affidavits, licenses, and certifications to substantiate the claim.**
7. **Upon completion of the interview, the applicant will be asked to complete a "Geographic Availability" form indicating the areas in which he or she is available to work. (Area 1 - King; Area 2 - Chelan, Okanogan, western**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

one-half of Douglas, and western one-half of Ferry; Area 3 = Clallam and Jefferson.) Marine Pipefitter applicants will not be asked to complete this form.

8. **The following applies to Maintenance Plumber/Steamfitter in addition to above listed items. Exception will be granted for applicants to the City of Seattle for this occupation.**
 - a. **Applicant must verify 1500 hours of employment in Plumbing, Pipefitting or as a HVAC/Refrigeration Mechanic (non-residential).**
 - b. **Applicant must verify successful completion of one year of trade associated Related Supplemental Instruction training (equivalent or commensurate).**

9. **The following applies to Residential Service Mechanic applicants in addition to above listed items.**
 - a. **Applicant must verify 1500 hours of employment in Plumbing, Residential Plumbing, Pipefitting, or HVAC/Refrigeration Mechanic (residential or commercial.)**
 - b. **Applicant must verify successful completion of one year of trade associated Related Supplemental Instruction training (equivalent or commensurate.)**

10. **EXCEPTIONS (Direct Entry) For all applicants:**

All those who enter by one of the following methods will be required to complete a substance test, as a condition of employment, and pass with negative results. All applicants must have a valid Washington State driver's license.

- a. **U.S. Military Veterans and those serving in the National Guard may be granted direct entry into the apprenticeship program.**

All minimum requirements will be waived. Must provide photocopy of DD-214.

The JATC shall evaluate the military training received and on-the-job learning experience received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate.

Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

- b. An employee of a non-signatory employer not qualifying as journey-level who makes application as the result of organizing efforts, whether or not the employer becomes signatory, shall be evaluated by the JATC, and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry into the apprenticeship program. Applicants must be at least 18 years of age and possess a valid driver's license. All remaining minimum qualifications will be waived.**

- c. An individual who signs an authorization card during an organizing effort - wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as journey-level, shall be evaluated and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry into the program, whereby all minimum qualifications are waived. For such applicants to be considered they must:**

 - (1) Be employed in the JATC's jurisdiction when the authorization card was signed.**
 - (2) Have been employed by the employer before the organizational effort commenced.**
 - (3) All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.**
 - (4) Provide reliable documentation to the JATC to show they were an employee performing plumbing/pipefitting work prior to signing the authorization card.**

- d. Members of U.A. Local 32 may be granted direct entry into the apprenticeship program. Minimum qualifications shall be waived.**

- e. Registered Native Americans who have secured work under a TERO project may receive direct entry into an apprenticeship as an apprentice provided that the Employer is an approved training agent of the sponsor.**

- f. Qualified Maintenance Plumber/Steamfitter applicants selected from the City of Seattle's eligible pool will receive direct entry into the apprenticeship program provided:**

 - (1) The public entity or municipality is an approved training agent of this committee.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

B. Equal Employment Opportunity Plan:

Part I, Purpose:

Recognizing the need of local Apprenticeship Committees for assistance from the national level in complying with revised Congressional Federal Register Order 29-30, the three national joint Committees, Plumbing, Steamfitter-Pipefitter, and Sprinkler Fitter, have prepared a joint Affirmative Action Program for adoption at the local level.

An analysis of female and minority participation in existing pipe trades apprenticeship programs indicates that:

- 1. Some but not enough, females and minorities apply.**
- 2. Still fewer females and minorities complete the application and meet the minimum requirements.**
- 3. On average, those who are eligible do well in the selection process.**
- 4. The solution to the problem lies in better notification to female and minority groups, closer liaison with responsible groups interested in the same endeavor, personal contacts, application follow-up, and other affirmative procedures.**

Part II, Scope:

The program herein outlined consists of the following affirmative acts and may be altered and supplemented at a later date as experience indicates and as personnel and funds permit. Any changes made by the Apprenticeship Committee shall become a part of this written program as adopted at the local level.

Recognizing that it would be a public disservice to develop second-rate journey-level workers, the Apprenticeship Committee will maintain its standards of producing high-quality journey-level workers and will provide extra training when necessary to the extent that cost and personnel permit.

Part III, Elements of Recruitment Program:

The Local Apprenticeship Committee Shall:

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

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

2. Cooperate with high school and technical college school boards and community colleges to develop programs, which prepare students for entrance into apprenticeship.
3. Disseminate information, concerning equal opportunity policies of the program's Sponsor(s).
4. Engage in programs, where available, designed to recruit, pre-qualify, and place minorities and/or women (minority and non-minority) in apprenticeship.
5. Use minority and/or women (minority and/or non-minority) journey-level workers and apprentices to promote the affirmative action program.
6. The JATC may initiate or participate in any other action, which it considers likely to ensure that equal opportunity and affirmative action goals are met.

Part IV, Nondiscrimination:

The commitments contained in this Affirmative Action Program are not intended and shall not be used to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin, or sex. The sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

- A. **The term for Plumber, Pipefitter, and HVAC/Refrigeration Mechanic Apprenticeship shall be 10,000 hours of reasonably continuous employment.**
- B. **Maintenance Plumber/Steamfitter: The term of apprenticeship shall be 10,000 hours of reasonably continuous employment.**
- C. **The term of Housing Plumber and Marine Pipefitter apprenticeship shall be 6,000 hour of reasonable employment.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

- D. Residential Service Mechanic: The term of apprenticeship shall be 8,000 hours of reasonable continuous employment.**

V. INITIAL PROBATIONARY PERIOD:

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

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

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The Sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices during their initial probationary period.
- C.
- A. The probationary period for Plumber, Pipefitter, and HVAC/Refrigeration Mechanic shall be the first 2000 hours of employment.**
 - B. The probationary period for the Housing Plumber and Marine Pipefitter shall be the first 1000 hours of employment.**
 - C. The probationary period for Maintenance Plumber/Steamfitter shall be the first 2000 hours of employment.**
 - D. The probationary period for Residential Service Mechanic shall be the first 1,000 hours of employment.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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

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

At no time shall the ratio exceed one (1) apprentice to one (1) journey-level worker, apart from exception granted below in Section VI.B. The ratio requirement shall apply whether at the job-site or in the shop and will apply company-wide for all trades.

A. Ratio for Plumbers, Pipefitter, and Maintenance Plumber/Steamfitter Apprentices

1 Journey-level worker	1 Apprentice
2 Journey-level workers	1 Apprentice
3 Journey-level workers	2 Apprentice
4 Journey-level workers	2 Apprentices
5 Journey-level workers	3 Apprentices
6 Journey-level workers	3 Apprentices
7 Journey-level workers	4 Apprentices
8 Journey-level workers	4 Apprentices
9 Journey-level workers	5 Apprentices

Plumber/Pipefitter Employers with five (5) journey-level workers continuously employed shall employ one (1) apprentice and for each

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

additional five (5) journey-level workers employed shall employ one (1) additional apprentice.

Exception: For Maintenance Plumber/Steamfitter Apprentices employed by the City of Seattle; the ratio shall not exceed one (1) apprentice to one (1) journey-level worker per job-site, shop or workgroup.

B. Housing Plumber Apprentice:

Employers with one (1) journey-level worker continuously employed may employ two (2) apprentices and for each additional journey-level worker employed, may employ two (2) additional apprentices, however, the mandatory ratios shall be as follows:

Employers with five (5) journey-level workers continuously employed shall employ one (1) apprentice and for each additional five (5) journey-level workers employed shall employ one (1) additional apprentice.

The above variance to the ratio given final approval at the April 16, 2010 WSATC meeting.

C. Marine Pipefitters:

Employers with three (3) journey-level workers regularly employed shall employ one (1) apprentice and for each additional seven (7) journey-level workers employed in the year, one (1) additional apprentice shall be employed.

D. HVAC/Refrigeration Mechanic Apprentices:

**1 Journey-level worker 1 Apprentice
2 Journey-level workers 1 Apprentice
3 Journey-level workers 2 Apprentices
4 Journey-level workers 2 Apprentices
5 Journey-level workers 3 Apprentices
6 Journey-level workers 3 Apprentices
7 Journey-level workers 4 Apprentices
8 Journey-level workers 4 Apprentices
9 Journey-level workers 5 Apprentices**

Employers with four (4) journey-level workers continuously employed shall employ one (1) apprentice and for each additional four (4) journey-level workers employed in the shop shall employ one (1) additional apprentice.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

E. Residential Service Mechanic:

Employers with one (1) journey-level worker continuously employed may employ one (1) apprentice and for each additional journey-level worker employed, may employ one additional apprentice. However, the mandatory ratios shall be as follows:

Employers with five (5) journey level workers continuously employed shall employ one (1) apprentice, and for each additional five (5) journey-level workers employed shall employ one (1) additional apprentice.

F. Senior Plumber/Pipefitter Apprentice:

The Plumber and Pipefitter apprentices in the fifth year shall be allowed to work alone on any part of any project which employs one or more journey-level worker, and as far as possible, be allowed to assume responsibilities of a journey-level worker in order to gain this necessary experience.

G. Senior Housing Plumber Apprentice:

The housing plumber apprentice in the third year shall be allowed to work alone on any part of any project which employs one or more journey-level worker, and as far as possible, be allowed to assume responsibilities of a journey-level worker in order to gain this necessary experience.

H. All HVAC/Refrigeration Mechanic Apprentices performing service work shall be allowed to work alone with the following conditions:

- 1. Service work hours are 6:00 a.m. - 6:00 p.m., Monday - Saturday.**
- 2. HVAC/Refrigeration Mechanic apprentices shall be able to contact a journey-level workers or supervisor for answers and advice.**
- 3. The journey-level worker or supervisor shall ensure that the apprentice is receiving their on-the-job training and shall be responsible for their health and safety.**

I. All Maintenance Plumbers/Steamfitters performing service work shall be supervised with the following conditions:

- 1. Service/maintenance work hours are 6:00 a.m. - 6:00 p.m., Monday - Saturday.**
- 2. Maintenance Plumbers/Steamfitter apprentices shall be able to contact a journey-level workers or supervisor for answers and advice.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

3. The journey-level worker or supervisor shall ensure that the apprentice is receiving their on-the-job training and shall be responsible for their health and safety.

J. All Residential Service Mechanics performing service work shall be supervised with the following conditions:

- 1. Service/maintenance work hours are 6:00 a.m. – 6:00 p.m., Monday – Saturday.**
- 2. Maintenance Plumbers/Steamfitter apprentices shall be able to contact a journey-level worker or supervisor for answers and advice.**
- 3. The journey-level worker or supervisor shall ensure that the apprentice is receiving their on-the-job training and shall be responsible for their health and safety.**

Any exception to the above must be pre-approved by the coordinator or the committee.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

Housing Plumbers

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 1000 hours	55%
2	1001 – 2000 hours	65%
3	2001 – 4000 hours	75%
4	4001 – 6000 hours	85%

**Maintenance Plumber/Steamfitter
(except those employed by the City of Seattle, see schedule “F”)**

1. Pertains to those apprentices registered prior to June 1, 2011

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 2000 hours	50%
2	2001 – 4000 hours	62.5%
3	4001 – 6000 hours	70%
4	6001 – 8000 hours	75%
5	8001 – 10000 hours	85%

2. Pertains to those apprentices registered on or after June 1, 2011

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 2000 hours	50%
2	2001 – 4000 hours	55%
3	4001 – 6000 hours	62.5%
4	6001 – 8000 hours	70%
5	8001 – 10000 hours	85%

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

Marine Pipefitter

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 1000 hours	70%
2	1001 – 2000 hours	75%
3	2001 – 3000 hours	80%
4	3001 – 4000 hours	85%
5	4001 – 5000 hours	90%
6	5001 – 6000 hours	95%

Pipefitters/Plumbers (except City of Seattle – see “F”)

1. Pertains to those apprentices registered prior to June 1, 2011

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 2000 hours	50%
2	2001 – 4000 hours	62.5%
3	4001 – 6000 hours	70%
4	6001 – 8000 hours	75%
5	8001 – 10000 hours	85%

2. to those apprentices registered on or after to June 1, 2011

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 2000 hours	50%
2	2001 – 4000 hours	55%
3	4001 – 6000 hours	62.5%
4	6001 – 8000 hours	70%
5	8001 – 10000 hours	85%

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

HVAC/Refrigeration Mechanics

1. Pertains to those apprentices registered prior to October 1, 2011

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 2000 hours	50%
2	2001 – 4000 hours	62.5%
3	4001 – 6000 hours	70%
4	6001 – 8000 hours	75%
5	8001 – 10000 hours	85%

2. Pertains to those apprentices registered on or after to October 1, 2011

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 2000 hours	50%
2	2001 – 4000 hours	55%
3	4001 – 6000 hours	62.5%
4	6001 – 8000 hours	70%
5	8001 – 10000 hours	85%

Maintenance Plumber/Steamfitter (City of Seattle employees only)

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0 – 6 months	67%
2	7 – 12 months	71%
3	13 – 18 months	75%
4	19 – 24 months	79%
5	25 – 30 months	83%
6	31 – 36 months	87%
7	37 – 42 months	91%
8	43 – 48 months	95%
9	49 – 54 months	100%
10	55 – 60 months	100%

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

Residential Service Mechanics

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 1000 hours	55%
2	1001 – 2000 hours	65%
3	2001 – 4000 hours	75%
4	4001 – 6000 hours	85%
5	6001 – 8000 hours	100%

VIII. WORK PROCESSES:

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

A. Housing Plumber

Approximate Hours

- 1. Installation, Maintenance and Repair of Sanitary Waster and Vent Piping1800**
- 2. Installation, Maintenance and Repair of Potable Water Piping1800**
- 3. Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances800**
- 4. Installation, Maintenance and Repair of Bath and Toilet Room Accessories300**
- 5. Installation, Maintenance and Repair of Rainwater Drainage Piping700**
- 6. Installation, Maintenance and Repair of Natural Gas Piping200**
- 7. Installation, Maintenance and Repair of Vacuum Cleaning, Pool, Hot Tub, Irrigation Piping200**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

- 8. Installation, Maintenance and Repair of Backflow Prevention
Devices.....200**

Total Hours: 6000

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools and operational skills.

B. HVAC/Refrigeration Mechanic Approximate Hours

- 1. Condensing Units2000**
 a. Comp. Assemblies
 b. Condensers
 c. Motors
- 2. Valves and Controls.....2500**
 a. Water valves
 b. Float valves
 c. Expansion valves
 d. Refrigeration control valves
 Thermostat switches
 e. Low pressure switches
 f. Starting switches
 g. Fiber optics
- 3. Evaporators1000**
 a. Fin Coils
 b. Flooded coils
 c. Pipe coils
 d. Blower coils
- 4. Erection.....2000**
 All types
- 5. Service2500**
 Seminar problems and safety

Total Hours: 10000

Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, and use and care of associated tools and operational skills

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

All of the foregoing work experience is herein noted as understood to mean as it pertains to the trade involved in these standards.

<u>C. Maintenance Plumber/Steamfitter</u>	<u>Approximate Hours</u>
1. Installation, Maintenance and Repair of High & Low Pressure Steam Piping.....	500
2. Installation, Maintenance and Repair of Hot Water Piping for Comfort Heating	500
3. Installation, Maintenance and Repair of Commercial Process Piping	700
4. Installation, Maintenance and Repair of Sanitary Waster and Vent Piping	1300
5. Installation, Maintenance and Repair of Instrumentation & Control Piping	200
6. Installation, Maintenance and Repair of Natural Gas Piping	500
7. Installation, Maintenance and Repair of Medical / Dental Gas and Vacuum Piping.....	500
8. Installation, Maintenance and Repair of Oil Burner Piping	200
9. Installation, Maintenance and Repair of Potable Water Piping	1500
10. Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances	600
11. Installation, Maintenance and Repair of Bath and Toilet Room Accessories	300
12. Installation, Maintenance and Repair of Rainwater Drainage Piping	500
13. Installation, Maintenance and Repair of Backflow Prevention Devices.....	500
14. Replace, Repair and Maintenance of Boilers	500
15. Replace, Repair and Maintenance of Hot Water Heaters/Instant Hot	200

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

- 16. Repair, Replace and Maintenance of Pumps300**
- 17. Repair, Replace and Maintenance of Pump Motors and Controls300**
- 18. Repair, Replace and Maintenance of Combustion Controls500**
- 19. Repair, Replace and Maintenance of Valves and Controls.....400**

Total Hours: 10,000

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools and operational skills.

D. Marine Pipefitter Approximate Hours

- 1. Shop work.....2000**
 - a. Operating of pipe benders**
 - b. Fabrication of ferrous pipe systems**
 - c. Fabrication of non-ferrous pipe systems**
 - d. Control of material**
- 2. Shipboard (new or repaired).....3500**
 - a. Machinery spaces**
 - (1) Installation of ferrous pipe systems**
 - (2) Installation of non-ferrous pipe systems**
 - (3) Testing of machinery space systems**
 - b. Tanks and compartments**
 - (1) Installation of ferrous pipe systems**
 - (2) Installation of non-ferrous pipe systems**
 - (3) Testing of shipboard systems**
 - c. Installation of hydraulic systems**
- 3. Welding and Burning500**

Total Hours: 6000

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools and operational skills.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

<u>E. Pipefitter</u>	<u>Approximate Hours</u>
1. Installation, Maintenance and Repair of High & Low Pressure Steam Piping.....	2000
2. Installation, Maintenance and Repair of Hot Water Piping for Comfort Heating	1000
3. Installation, Maintenance and Repair of Commercial Process Piping (Chilled Water, Condenser Water, Compressed Air, etc.)	2400
4. Installation, Maintenance and Repair of Industrial Process Piping	2400
5. Installation, Maintenance and Repair of Instrumentation & Control Piping (Including Fiber Optics for Instrumentation & Control).....	500
6. Installation, Maintenance and Repair of Natural Gas Piping (Comfort Heating, Distribution, etc.).....	500
7. Installation, Maintenance and Repair of High Purity Piping.....	1000
8. Installation, Maintenance and Repair of Oil Burner Piping	200
	Total Hours: 10,000

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools and operational skills.

<u>F. Plumber</u>	<u>Approximate Hours</u>
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The apprentice shall be taught the use, care, and effective and safe handling of all tools and apparatus commonly used in connection with the trade. He/she shall be given instruction and experience in all common branches of the trade necessary to develop a skilled mechanic versed in the theory and practice of his/her branch of the Industry.

In the interest of safety and image of trade, apprentices will maintain cleanliness and overall good appearance according to the best judgment of the Apprenticeship Committee.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

1. **Installation, Maintenance and Repair of Sanitary Waste and Vent Piping2800**
2. **Installation, Maintenance and Repair of Potable Water Piping2800**
3. **Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances1000**
4. **Installation, Maintenance and Repair of Bath and Toilet Room Accessories300**
5. **Installation, Maintenance and Repair of Rainwater Drainage Piping1000**
6. **Installation, Maintenance and Repair of Natural Gas Piping200**
7. **Installation, Maintenance and Repair of Vacuum Cleaning, Pool, Hot Tub, Irrigation Piping200**
8. **Installation, Maintenance and Repair of Backflow Prevention Devices.....500**
9. **Installation, Maintenance and Repair of Medical / Dental Gas and Vacuum Piping.....500**
10. **Installation, Maintenance and Repair of Waste Water Treatment Piping700**

Total Hours: 10,000

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools and operational skills.

- | G. | <u>Residential Service Mechanic</u> | <u>Approximate Hours</u> |
|-----------|---|---------------------------------|
| 1. | Installation, Maintenance and Repair of High & Low Pressure Steam Piping..... | 300 |
| 2. | Installation, Maintenance and Repair of Hot Water Piping for Comfort Heating | 500 |
| 3. | Installation, Maintenance and Repair of Sanitary Waster and Vent Piping..... | 1200 |

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

4. Installation, Maintenance and Repair of Natural Gas Piping	500
5. Installation, Maintenance and Repair of Oil burner Piping.....	200
6. Installation, Maintenance and Repair of Potable Water Piping	1200
7. Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances.....	700
8. Installation, Maintenance and Repair of Bath and Toilet Room Accessories.....	200
9. Installation, Maintenance and Repair of Rainwater Drainage Piping.....	400
10. Installation, Maintenance and Repair of Backflows Prevention Devices.....	400
11. Replace, Repair and Maintenance of Boilers	400
12. Replace, Repair and Maintenance of Hot Water Heaters/Instant Hot	200
13. Repair, Replace and Maintenance of Pumps and Controls	300
14. Repair, Replace and Maintenance of Combustion Controls	400
15. Repair, Replace and Maintenance of Valves and Controls	500
16. Repair, Replace and Maintenance of residential comfort systems	300
17. Location, Cleaning and repair of sanitary sewers	300

Total Hours: 8,000

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

Local online training.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

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

Housing Plumber apprentices	144 hours/year
Maintenance Plumber/Steamfitter apprentices	216 hours/year
Marine Pipefitter apprentices	144 hours/year
Pipefitter apprentices	216 hours/year
Plumber apprentices	216 hours/year
HVAC/Refrigeration Mechanic apprentices	216 hours/year
Residential Service Mechanic	190 hours/year

() Twelve-month period from date of registration.*

(X) Defined twelve-month school year: **September** through **August**.

() Two-thousand hours of on the job training.

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

C. Additional Information:

Only registered apprentices who are working at the trade in accordance with these Standards will be permitted to attend related training classes. Failure to attend classes will result in disciplinary action. (See Section X)

Apprentices who begin their apprenticeship after the start of the current school year, and are deemed unfeasible to be enrolled in the current year's classes by the Committee, shall be given trade related RSI and will be enrolled in classes the following September.

In the even an apprentice has completed all of their required RSI, but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the committee.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the Sponsor. The program Sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

2. Advanced Standing or Credit: The Sponsor may provide advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All Sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).

3. Sponsor Procedures:
 - a. **Discrimination/Harassment** - The JATC is committed to ensuring that apprentices have an opportunity to work and learn in an environment that is free from discrimination and harassment. Harassment or discrimination based on sex, race, national origin, religion, age, sexual orientation, or mental or physical disability is strictly prohibited. Apprentices who violate this policy are subject to discipline, up to and including, possible cancellation of their apprenticeship.

 - b. **Drugs and Alcohol** - The JATC is committed to providing a training and learning experience free from the influence of drugs and alcohol. Apprentices are prohibited from reporting to school, work, JATC Committee meetings, orientation, or any school sponsored community service project under the influence of drugs or alcohol. Apprentices who violate this policy are subject to discipline, up to and including, possible cancellation of their apprenticeship.

 - c. **Related Supplemental Instruction**
 - (1) It is the responsibility of each apprentice to be punctual, respectful, and attentive in class.

 - (2) If an apprentice misses class, then he/she must contact the Training Coordinator as soon as possible and explain the reason(s) for the absence. The apprentice must supply the Training Coordinator with any documentation supporting the reason for the absence. The Training Coordinator will inform the apprentice whether the absence will be counted as excused or unexcused.

 - (3) Apprentices must maintain a passing grade in all related supplemental instruction (passing grade is a “B” or better).

 - d. **On-The-Job Training**
 - (1) All apprentices must show proof of a valid WA State driver's license and valid trainee card to receive a dispatch to work. Apprentices without a valid WA State driver's license and valid trainee card will

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

not be dispatched to work. Apprentices must carry their trainee card and driver's license with them on the job at all times.

- (2) All apprentices must be available by phone for work referrals Monday through Friday between the hours of 7:30 a.m. and 11:30 a.m.**

e. Required Exams

- (1) Once an apprentice has completed the required related supplemental instruction and the required hours of on-the-job training, the apprentice will have 90 days to provide documentation that all appropriate exams (as listed in section b. below) have been passed, resulting in appropriate certifications and licenses. Failure to do so will result in the Committee electing to require additional classes, re-rate the apprentice to a lesser wage progression, or assign special training.**

- (2) An apprentice must obtain the following licenses and/or certifications before he/she will be turned out as a journey-level worker:**

- a) Plumber - (1) Washington State Journeyman Plumber Certification; (2) Seattle Gas Piping Mechanic License; and (3) Plumber UA University Master Exam.**
- b) Housing plumber - (1) Washington State Specialty Certification and (2) Seattle Gas Piping Mechanic License.**
- c) Pipe Fitter - (1) Seattle Gas Piping Mechanic License and (2) Pipe Fitter UA University Master Exam.**
- d) HVAC/Refrigeration Mechanic - (1) Seattle Gas Piping Mechanic License; (2) Seattle Refrigeration License; (3) EPA 608 CFC Certificate with Universal Qualification; (4) Washington State Labor and Industries 06A HVAC/Refrigeration Specialty Electrical License; and (5) UA University Master Exam.**
- e) Maintenance Plumber/Steamfitter - (1) Washington Journeyman Plumber Certification; (2) Med-Gas Endorsement; (3) Seattle Gas Piping Mechanic License; (4) Backflow Exam; (5) Star Exam**

f. Additional Apprentice Responsibilities - Failure to satisfy any of these responsibilities may result in disciplinary action:

- (1) Apprentices must have a valid Washington State driver's license.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

- (2) Apprentices must contact the JATC office within 24 hours of any change in address and/or phone number.**
 - (3) Apprentices must appear before the Committee when notified to do so.**
 - (4) Apprentices must conduct themselves in a professional and responsible manner. Apprentices must avoid conduct that a reasonable person would understand to be clearly wrong and unacceptable. Examples of such conduct include, but are not limited to, dishonesty, fighting, threats, theft, falsification of documents, harassment, and the willful destruction of property.**
 - (5) All apprentices are required to comply with all policies adopted by the JATC. Policies shall be disseminated annually.**
- g. Special Procedures for City of Seattle Maintenance Plumber/Steamfitter Apprentices - Sections X.A.3. a, b, c, e, and f, and Sections X.B.3. a and b apply to apprentices in the City of Seattle Maintenance Plumber/Steamfitter program.**
- (1) Failure to maintain employment as an apprentice with the City of Seattle will result in cancellation of the apprenticeship agreement, with due notice given to those having completed the probationary period.**
 - (2) It shall be the apprentice's responsibility to return to the JATC office a completed monthly progress record by the 10th of each month. Failure to submit reports timely will be cause for the City of Seattle Subcommittee to meet with the apprentice. Apprentices that fail to return more than three monthly progress reports in one year will be called before the Committee for possible disciplinary action.**
 - (3) Advanced standing or credit for previous experience will be evaluated by the City of Seattle Subcommittee and recommendations forwarded for action by the Committee.**
 - (4) It is the responsibility of each apprentice to be punctual, hardworking, respectful, safe, and dependable. Apprentices may be called before the City of Seattle Subcommittee for disciplinary action for poor work evaluations, problems with mechanical ability and/or work habits, poor attitude, safety issues, and/or failure to perform the job in a satisfactory manner.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

h. Local Apprenticeship Committee Policies

- 1. The Committee shall select a Chairman and a Secretary, one from management and one from labor, at the first meeting in January of even - numbered years. The positions of Chairman and Secretary shall alternate between management and labor every two years. A quorum shall consist of five (5) members of the Committee, one of whom must be either the Chairman or Secretary. The rules contained in Robert's Rules of Order Revised shall govern this Committee except where otherwise stated. All issues coming before the Apprenticeship Committee shall be determined by majority vote.**
- 2. The Committee may, at any time, rotate an apprentice who is not receiving proper training or for any reason they feel will benefit the apprentice.**
- 3. The Committee shall hold regular meetings. Special meetings may be called by the Chairman, Secretary or Training Coordinator with seven days notice.**
- 4. Minutes will be taken of each Committee meeting. The minutes shall record the Committee members present, apprentices called before the Committee and the reason why, all other individuals present at the meeting (or for a portion thereof), all matters discussed at the meeting, and any decisions and actions taken. Copies of the minutes will be distributed to all Committee members.**
- 5. Credit will be granted in accordance with Section VII of these Standards. An apprentice requesting credit must provide documentation to verify previous work experience, education, and other relevant supporting documentation requested by the Committee. The amount of credit to be awarded will be decided in the sole discretion of the Committee after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance, skill, and knowledge demonstrated while in the program. An apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues.**
- 6. There will be no unlawful discrimination in the operation of the apprenticeship program.**

B. Disciplinary Procedures

- 1. The obligations of the Sponsor when taking disciplinary action are as follows:**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

- a. The Sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The Sponsor will inform all apprentices of their rights and responsibilities per these Standards.
 - b. The Sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The Sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the Sponsor will become effective immediately.
2. The Sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The Sponsor has the following disciplinary procedures to adopt:
- a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the Sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or Sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
- a. **Drugs and Alcohol - Any apprentice who fails to pass a drug or alcohol test administered as a condition of employment by a training agent will be brought before the Committee for possible disciplinary action. Submitting a cold sample or in any way altering, diluting, or adulterating a sample will qualify as a failure to pass. Whether the apprentice passed the test will be determined based on the criteria used by the drug testing laboratory.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

b. Related Supplemental Instruction –

- (1) An apprentice who has more than thirty (30) hours of excused absences may be called before the Committee to discuss the reasons for the multiple absences and whether the absences have affected his/her progress in the class. The apprentice is required to make up all missed curriculum.**
- (2) Any absence not excused will be counted as unexcused. An apprentice may make-up two (2) unexcused absences per year. The apprentice must attend the next available make-up day. Failure to do so will result in the forfeiture of the privilege to participate in the make-up program for the remainder of the apprenticeship and their next wage advancement will be extended by one month.**
- (3) For any two unexcused absences from class, the apprentice will be called before the committee for disciplinary action.**
- (4) Apprentices are responsible for completing all classwork and homework, and submitting it on time, as instructed. Apprentices with missing, late or incomplete classwork or homework may be called before the committee for disciplinary action.**

c. On-The-Job Training

- (1) Apprentices are required to maintain regular attendance. Unexcused absences and/or tardiness will not be tolerated. Failure to comply will result in disciplinary action.**
- (2) All apprentices must be available for work, may not refuse a job or quit a job, unless he/she has permission from the Training Coordinator or a compelling reason for doing so. An apprentice who refuses a job or quits a job without permission or a compelling reason will be called before the Committee for disciplinary action.**
- (3) It shall be the apprentice's responsibility to return an accurate and complete monthly progress record to the JATC office by the 10th of each month. If it is received after the 10th of the month, it shall be considered late. For each month an apprentice fails to return an accurate and complete monthly progress report, the apprentice will be called before the Committee and the date of their next wage advancement will be extended by 160 hours. Apprentices that fail to return progress reports in will be called before the Committee for disciplinary action.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

- (4) It is the responsibility of each apprentice to be punctual, hardworking, respectful, safe, and dependable. Apprentices shall be called before the Committee for disciplinary action for poor work evaluations, problems with mechanical ability and/or work habits, poor attitude, safety issues, and/or failure to perform the job in a satisfactory manner.**

- (5) Apprentices must report to the Training Coordinator's office within 24 hours after termination. If the apprentice is terminated on Friday, he/she must report by 9:00 a.m. on Monday. Any apprentice terminated for cause or quits without consent of the Training Coordinator, must appear before the Committee before he/she will be dispatched to another training agent.**

- (6) All apprentices terminated for cause must appear before the JATC prior to being dispatched to another training agent.**

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint. 296-05-316(22)
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-009). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

D. Apprentice Complaint Review/Appeals Procedures:

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

XI. SPONSOR - RESPONSIBILITIES AND GOVERNING STRUCTURE

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

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

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

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

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

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

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

Or;

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

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

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

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:

- a. Apprenticeship Agreements – within first 30 days of employment
- b. Authorization of Signature forms - as necessary
- c. Approved Training Agent Agreements– within 30 days of sponsor action
- d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
- e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
- f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
- g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
- h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:

- a. Program name
- b. Sponsor's introductory statement
- c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- d. Section VII: Apprentice Wages and Wage Progression
- e. Section IX: Related/Supplemental Instruction
- f. Section XI: Sponsor – Responsibilities and Governing Structure
- g. Section XII: Subcommittees
- h. Section XIII: Training Director/Coordinator

3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the Sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The Sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The Sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

4. The Sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The Sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor any requested documentation for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The Sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the Sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The Sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The Sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The Sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The Sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these Standards. The Sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these Standards.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

3. The Sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the Sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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

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

- a. **Quorum: A quorum shall consist of five (5) members of the Committee, one of who must be either the Chairman or the Secretary.**

Quorum for the City of Seattle Subcommittee shall be 50% plus 1 with at least 1 member from each sponsoring party.

The Apprenticeship Committee shall be composed of four (4) members representing United Association, Local No. 32, and four (4) members representing The Mechanical Contractors of Western Washington.

- b. Program type administered by the committee: **Group Joint**
- c. The employer representatives shall be:

**Ryan McMahan, Secretary
2623 West Valley Highway N.
Auburn, WA 98001**

**Jeff White
595 Monster Road SW Suite 100
Renton, WA 98057**

**Donnie Gilmore
Shinn Mechanical
18802 80th Ave S
Kent, WA 98032**

**Pat Damitio
University Mechanical
11611 49th Place W
Mukilteo, WA 98275**

**Jennifer Koch, Alternate
PO Box 24567
Seattle, WA 98124**

**Robin Cowper, Alternate
100 Olive Way Suite 1250
Seattle, WA 98101**

- d. The employee representatives shall be:

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

**Ed Holmes, Chairman
595 Monster Road SW #213
Renton, WA 98057-2946**

**Robert Shaw
595 Monster Road SW #100
Renton, WA 98057-2946**

**Joel Crabtree
595 Monster Road SW #213
Renton, WA 98057-2946**

**Jason Hewitt
595 Monster Road SW #213
Renton, WA 98057**

**Mike Kunkel, Alternate
7717 Detroit Ave SW
Seattle, WA 98106**

**Anthony Frazier, Alternate
3701 S. Norfolk St.
Seattle, WA 98118**

F. Plant programs

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

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

None

XII. SUBCOMMITTEE:

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

Subcommittees, as appointed, will act on interviewing applicants, absenteeism, and other specific duties as assigned. All action of subcommittees will be reported back to the Apprenticeship Committee for approval.

Housing Plumber Subcommittee

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

The employer representatives shall be:

**Kim Johnson, Secretary
Auburn Mechanical Inc.
2623 West Valley Hwy. N.
Auburn, WA 98001**

**Bill McLeod
Ocean Park Mechanical
102-2428 King George Hwy
Surrey, BC, Canada V4P 1H5**

**Steve Johnson
SJS Mechanical Services, LLC
21727 76h Avenue West, Suite C
Edmonds, WA 98026**

**Bud Dunning
Auburn Mechanical, Inc
2623 West Valley Hwy N
Auburn, WA 98001**

The employee representatives shall be:

**Grant E. Holmes, Chair
UA Local 32
595 Monster Road SW, Suite 100
Renton, WA 98057**

**Jeremy McCory
Ocean Park Mechanical
102-2428 King George Hwy
Surrey, BC, Canada V4P 1H5**

**William Bryant
23517 NE Woodinville-Duvall Road
Woodinville, WA 98077**

**Tim Hood, Alternate
PO Box 319
Vaughn, WA 98394**

HVAC/Refrigeration Mechanic Subcommittee

The employer representatives shall be:

**Steve Dewey, Secretary
True Temp Northwest
1627 45th Street E, Suite 101
Sumner, WA 98390**

**David Parks
Puget Sound refrigeration
3132 NE 133rd Street
Seattle, WA 98125**

**Jennifer Koch
McKinstry Company
PO Box 24567
Seattle, WA 98124**

**Steve Savory
Trane
2021 152nd Avenue NE
Redmond, WA 98052**

**Darryl West
MacDonald Miller
7717 Detroit Avenue SW
Seattle, WA 98106**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

The employee representatives shall be:

**Joel Crabtree, Chairman
UA Local 32
595 Monster Road SW Suite 213
Renton, WA 98055**

**Jim Prigger
15002 197th Street East
Orting, WA 98360**

**Dwight Ayotte
3824 219th Avenue SE
Sammamish, WA 98075-8075**

**Zachary Smith
Key Mechanical
19430 68th Avenue South
Kent, WA 98032**

**Patrick Daly
McKinstry Company
5005 3rd South
Seattle, WA 98134**

Maintenance Plumber/Steamfitter Subcommittee

The employer representatives shall be:

**Gene Timmons, Secretary
Enviromech
PO Box 80326
Seattle, WA 98108**

**Kelly King
American Mechanical
PO Box 1136
Monroe, WA 98272**

**John Payne
Auburn Mechanical
2623 West Valley Hwy N
Auburn, WA 98002**

The employee representatives shall be:

**Grant E. Holmes, Chairman
UA Local 32
595 Monster Road SW Suite 213
Renton, WA 98055**

**Karl Koch
McKinstry Company
PO Box 24567
Seattle, WA 98124**

**William Whitfield
20975 41st Place South, F302
Seattle, WA 98198**

**Nathan Isbell, Alternate
3141 Porter Street
Enumclaw, WA 98022**

**Antonio Cruz, Alternate
9439 NE 129th Place
Kirkland, WA 98034**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

City of Seattle Subcommittee

The employer representatives shall be:

**Melinda Nichols
4209 West Marginal Way SW
Seattle, WA 98106**

**Mary Beth Joesph
4209 West Marginal Way SW
Seattle, WA 98106**

The employee representatives shall be:

**Ed Jackson
4209 West Marginal Way SW
Seattle, WA 98106**

**Larry Gable
4209 West Marginal Way SW
Seattle, WA 98106**

Marine Pipefitter Subcommittee

The employer representatives shall be:

**Ed Lynch, Secretary
Vigor Shipyards
1801 16th SW
Seattle, WA 98118**

**Gene Henley
Foss Maritime Company
660 West Ewing St.
Seattle, WA 98119**

**Jim Walker
Vigor Shipyards
1801 16th SW
Seattle, WA 98118**

**Randy Kelly
Washington State Ferries
2901 3rd Ave, Suite 500
Seattle, WA 98121**

The employee representatives shall be:

**Erik Miltun, Chairman
UA Local 32
595 Monster Rd SW Suite 213
Renton, WA 98057-2974**

**Leon Littlejohn
1022 10th Avenue SE, Unit B4
Puyallup, WA 98372**

**Gerald Allen
31113 5th Avenue South
Federal Way, WA 98003**

**Matt Merwine
9607 NE 132nd Street
Kirkland, WA 98034**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS APPRENTICESHIP
COMMITTEE**

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.

**P.J. Moss, Training Coordinator
595 Monster Road SW, Suite 100
Renton, WA 98057**

**Heather Winfrey, Assistant Training
Coordinator
595 Monster Road SW Suite 100
Renton, WA 98057**