



APPRENTICESHIP PROGRAM STANDARDS
adopted by

**SPOKANE HEAT AND FROST INSULATORS AND ALLIED WORKERS
APPRENTICESHIP COMMITTEE**

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-315]

ASBESTOS WORKER

47-2132.00

5600 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

OCTOBER 18, 2018
Standards Last Amended

OCTOBER 19, 1978
Permanent Registration

By: DAVE D'HONDT
Chair of Council

By: CHRIS BOWE
Secretary of Council

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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.

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Sponsor Introductory Statement (Required):

The following Standards have been developed by the Inland Empire Chapter Western Insulation Contractors Association & Independent Contractors and Local Union No. 82, and the Spokane Heat and Frost Insulators and Allied Workers Apprenticeship Committee assisted by the Apprenticeship Section, Washington State Department of Labor and Industries.

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).

Within the State of Washington: Adams, Asotin, Benton, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Whitman, Walla Walla, and Stevens Counties: The state of Montana. Within the State of Idaho, the counties of Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Perce, Shoshone, and Idaho.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Montana and Idaho, the JATC will apply the same standards guidelines to apprentices registered in the program while working in all counties in Montana, and in the Idaho the counties of Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Perce, Shoshone, and Idaho.

II. MINIMUM QUALIFICATIONS:

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

Age: **Attainment of minimum age of eighteen (18).**

Education: **N/A**

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- Physical: **Physical capability of performing the required work; that is work in high places off scaffolding or ladders, out-of-doors as well as indoors, including general physical ability without endangering the safety of him or herself and others on the work site. Must be able to perform the work of the trade. Applicant must provide evidence of physical ability as evidenced by a pre-employment examination by a qualified doctor of medicine.**
- Testing: **Applicants will be required to submit to a consultative math assessment given by the apprenticeship committee. The consultative math assessment will consist of basic trade relative math, the ability to read, write and follow directions. A passing grade will be 60% or more of available points. If the application does not achieve a passing grade no further processing will take place.**
- Other: **a. Applicant must have current drivers license
b. Applicant must have social security card.
c. Applicant must have reliable transportation.**

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. **Information of apprenticeship openings shall be posted in the Spokane Heat and Frost Insulators and Allied Workers Apprenticeship Committee office and disseminated in accordance with the Washington State Apprenticeship and Training Council equal employment opportunity plan, WA 296-05-400.**
2. **At least semiannually, a notice of Apprenticeship Opportunity Announcement shall be given to the proper agencies, in accordance with the WSATC EEO plan, indicating that applications are currently being accepted.**

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3. Applications are available on a year around basis and shall be provided by the Spokane Heat and Frost Insulators and Allied Workers Apprenticeship Committee. Applications are obtained during regular business hours at the Apprenticeship and Training office as noted below:

Spokane Heat and Frost Insulators and Allied Workers Apprenticeship
Committee
3919 East Main
Spokane, Washington 99202

4. Applicants will be required to sign for applications, which will be numbered to correspond with their names. No person shall sign for or obtain an application for another person. Completed applications must be returned to the Apprenticeship and Training office within fourteen (14) calendar days of original receipt.
5. Upon return of an application, all proof of qualifications regarding proof of age via current valid driver license, birth certificate, and evidence of physical ability as evidenced by a pre-employment physical examination by a qualified doctor of medicine, must be furnished by applicant, and attached to the completed application.
6. 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 drug or alcohol. If an apprentice is observed or suspected by 2 Supervisors of the following behaviors; slurred speech; irregular or unusual speech patterns; impaired judgement; alcohol odor on breath; uncoordinated walking or movement; unusual irregular behavior such as inattentiveness, listlessness; hyperactivity; hostility; or aggressiveness; possession of drugs or alcohol; observation of drug or alcohol use prior to reporting to work or during work hours, a drug and/or alcohol test will be administered. The Supervisors will require the observed apprentice to submit to a drug and/or alcohol test. The test is administered to identify drug and alcohol effected apprentices who pose danger to themselves or others. Apprentices who violated this policy are subject to discipline, up to and including, possible cancellation of their apprenticeship.
7. As determined by the Apprenticeship Committee and when apprenticeship openings occur, applicants who have met all the conditions previously stated will be notified in writing ten days prior for an oral interview. The interview will be conducted by Apprenticeship Committee members. The notice shall include the location, time, and date to appear for the interview and may indicate information pertaining to further applicant processing. All applicants will be asked identical questions.

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8. Selection of qualified applicants shall be in descending order of ranking. A minimum score of 60 per his/or her apprentice applicant interview evaluation form shall be necessary for qualification of a ranked qualified applicant.
9. At its option, the Apprenticeship Committee will interview existing applicants as well as interview new applicants to determine ranking order and purge the active waiting list to determine those who have a continuing interest in being considered for the apprenticeship program.
10. Ranked qualified applicants will be notified by certified mail of the Apprenticeship Committee's offer of apprenticeship registration and will be given thirty (30) days to respond and accept or deny the offer. The notice will state that if the applicant does not respond in writing or in person within the given indicated dates, the application will be withdrawn and placed in the dead file. Individuals wanting to be considered must reapply.
11. Ranked qualified applicants will remain on the Eligibility List for a period of two (2) years, unless they do not accept an offer of apprenticeship registration, or through their own volition, request their removal from the Eligibility List.
12. All apprentices must contact the Local 82 Union Hall within 24 hours after being discharged from an employer for any reason and shall put his/her name on the Out Of Work List.
13. An apprentice that is let go by a contractor for any reason other than Reduction of Force (ROF) shall be considered "Fired". A fired apprentice shall be notified to appear in front of the Joint Apprenticeship Training Committee for disciplinary action. Disciplinary action may include disciplinary suspension, and/or cancellation from the apprenticeship program.
14. Ranked qualified applicants must actively seek employment in the Heat and Frost trade to remain on the Eligibility List. This can be accomplished by maintaining the ranked qualified applicant's name on Local 82 Out of Work List when not employed in a trade related job. The ranked qualified applicant shall call the Local 82 Business Agent on a monthly basis to maintain their name on the Eligibility List. The Out of Work List for Local #82 is located at 3919 East Main, Spokane, Washington, 99202.
15. All applicants, (ranked or otherwise), in person or in writing, must keep the Apprenticeship Committee informed of their current phone number and address.
16. Selected applicants not having a high school diploma or High School Equivalency will be required to attain a High School Equivalency prior to completion of apprenticeship. Selected applicants must show evidence of

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enrolling in a High School Equivalency class within their initial probationary period.

17. There will be no discrimination during selection of qualified applicants and/or during apprenticeship, as well as after selections have been made, including but not limited to job assignment, lay-off, termination, rates of pay or other forms of compensation, or conditions of work. All registered apprentices shall be subject to the same job performance requirements.

18. **Exceptions:**

- a. An employee of an employer not qualifying as a journey-level worker becomes a training agent, he/she shall be evaluated by the apprenticeship program using constant standard nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- b. The individual who signs an authorization card during the organizing effort by an employer wherein fifty percent or more of the employees have signed whether or not the individual is approved as a training agent, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- c. The above requirements may be waived by the Committee if an applicant is deemed to be a benefit to the industry, or is a graduate of Job Corp, or Committee approved public school or vocational program, a transfer in good standing from an approved SAC/ATELS apprenticeship program, or a registered Native American who is/or will be working on a TERO project.

B. **Equal Employment Opportunity Plan:**

1. Dissemination of information concerning the nature of apprenticeship requirements for admission to apprenticeship, availability of apprenticeship opportunities, and sources of apprenticeship applications.
2. Participate in any workshop conducted by employment service agencies for the purpose of familiarizing school, employment service, and other appropriate personnel with the apprenticeship system and current opportunities therein.
3. Internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to

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encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.

- 4. Utilization of journey-level workers to assist in the implementation of the sponsor's affirmative action program.**

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].

5,600 hours, within four twelve (12) month periods of reasonably 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 in their initial probationary period.

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1,120 hours of employment shall constitute the probationary period.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

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

The maximum number of apprentices to be employed per job site shall be one (1) apprentice for each journey-level worker.

A job site is considered to be the physical location where employees report for their work assignments. The employer's shop (service center) is considered to be a separate, single job site. All other physical locations where workers report for work are each considered to be a single, separate job site.

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

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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. **Asbestos Worker:**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 1400 hours	60%
2	1401 - 2800 hours	70%
3	2801 - 4200 hours	80%
4	4201 - 5600 hours	90%

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.

Employers shall see that all apprentices receive the necessary diversified experience and training in order to train and develop each apprentice into a skilled craftsman proficient in all the job processes of the trade as outlined herein.

Apprentices shall also be trained in the use of new equipment, materials, and processes as they come to be used in the occupation.

Apprentices shall perform all of the duties and tasks on the job associated with the craft.

The major work processes in which the apprentices will be trained, although not necessarily in the order listed, and the approximate hours, not necessarily continuous, to be spent on each area are as follows:

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A. Asbestos Worker: Approximate Hours

APPLICATION OF INSULATING MATERIALS AND THEIR FINISHES:

- | | |
|--|------|
| 1. Commercial | 2200 |
| Plumbing, heating, air conditioning, (ducts covering and linings including plenums). Metal lagging pertaining to insulation. Pre-tab fittings, headcovers, Firestopping and fire penetration and related work. | |
| 2. Industrial and Process Plant | 2200 |
| Piping, vessels, equipment, etc. Metal lagging pertaining to insulation. Pre-tab fittings, headcovers, and related work. | |
| 3. Asbestos Awareness and Safety Training | 40 |
| 4. Refrigeration and Low Temperature | 200 |
| (Piping, equipment, vessels, and tanks, etc.) | |
| 5. Prefabrication..... | 960 |
| (Fittings, Heads, pads, thermal tapes, miters, layouts, and rolled materials) | |

TOTAL HOURS: 5600

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.

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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): **International Heat and Frost Insulators and Allied Workers education curriculum**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Committee Approved Employer Training: (OSHA 10, C-Stop, Haz-mat, Asbestos removal, CPR, First-aid or any other training not done on the job, that may be required to maintain employment)**

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

Twelve-month period from date of registration.*

Defined twelve-month school year: **September** through **June**.

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:

- 1. The apprenticeship committee recommends that related supplemental instruction be limited to actual registered apprentices in the heat and frost insulators trade in accordance with these Standards.**
- 2. A monthly attendance and progress report shall be made by the instructor and provided to the apprenticeship committee.**
- 3. Satisfactory progress must be maintained in related training classes. Satisfactory progress is defined as the accumulation of all required related training instruction hours, a passing grade of 60% or better of possible points on all tests, quizzes and completed required assignments, as well as a complete and up to date JATC issued logbook.**
- 4. An apprentice must provide the Coordinator with a total of four Field Evaluations during the school year.**

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5. **An apprentice must complete their Monthly Work Progress Reports. Monthly progress reports must be provided to the Coordinator during each related training class. The Coordinator shall receive an apprentice's completed monthly work progress report for each month of the year.**
6. **Failure to maintain satisfactory RSI Progress as defined above will result in one or more of the following disciplinary action:**
 - a. **Verbal Warning.**
 - b. **Delay before advancement to the next wage progression.**
 - c. **Citation for cause for failure to maintain satisfactory progression as outlined above.**
 - d. **Additional hours of related instruction added to the term of apprenticeship.**
 - e. **Cancellation of the apprenticeship agreement.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).
3. Sponsor Procedures:
 1. **Each apprentice employed under these Standards is required to apply himself/herself with diligence and care to the various assigned tasks, to protect the property and interests of the employer, the committee, and training facility in a proper and safe manner, to respect and obey the rules of the firm, the committee, the training facility and to conduct himself/herself at all times in a creditable manner, realizing that much time, money, and effort are expended in affording him/her opportunity to become a skilled craftsman.**

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- 2. Any apprentice failing to accept work as provided by the Collective Bargaining Agreement Article VIII, Union Security and Resident Employee and Hiring Arrangement Section 4(k)6, (the employee rejects ANY dispatches) will be called before the committee for disciplinary action.**
- 3. Unexcused absences from the job site in excess of 10% of the work hours available for work in a calendar month will be adequate reason for the Apprenticeship Committee to request the apprentice to appear before the Apprenticeship Committee for the following action:**
 - a. First count; deduction of two calendar months from eligibility for advancement.**
 - b. Second count; deduction of two calendar months from eligibility for advancement.**
 - c. Suspension from program.**
- 4. The apprenticeship committee shall review every six (6) months the progress of each apprentice. All parties participating under the Standards shall be asked for a report on each apprentice.**
- 5. New registered apprentices will be subject to a drug screen urine analysis during the week of Orientation. The cost of the drug screen urine analysis will be paid by the sponsor. Any apprentice(s) that test positive will be required to appear in front of the committee to show cause why they should not be disciplined, suspended, and/ or canceled by the committee.**
- 6. 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 drug or alcohol. If an apprentice is observed or suspected by 2 Supervisors of the following behaviors; slurred speech; irregular or unusual speech patterns; impaired judgement; alcohol odor on breath; uncoordinated walking or movement; unusual irregular behavior such as inattentiveness, listlessness; hyperactivity; hostility; or aggressiveness; possession of drugs or alcohol; observation of drug or alcohol use prior to reporting to work or during work hours, a drug and/or alcohol test will be administered. The Supervisors will require the observed apprentice to submit to a drug and/or alcohol test. The test is administered to identify drug and alcohol effected apprentices who pose danger to themselves or others. Apprentices who violated this policy are subject to discipline, up to and including, possible cancellation of their apprenticeship.**

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- 7. The apprentice must promptly notify the Coordinator of any absence from school classes, stating the reason for absence. The Apprenticeship Committee at its discretion will examine the absence excuse and determine if the excuse is satisfactory. Unexcused absences will be adequate reason for the Apprenticeship Committee to request the apprentice to appear before the Apprenticeship committee for the following action:**

 - a. Failure to attend one (1) class will result in the deduction of one (1) calendar month.**
 - b. Failure to attend two (2) classes will result in the deduction of two (2) calendar months.**
 - c. Failure to attend three (3) classes will result in suspension from the program.**
- 8. An examination of the apprentice shall be given each year by the Apprenticeship Committee to determine his/her eligibility to receive the scheduled increase in his/her rate of pay. In these examinations, consideration shall be given to school attendance, progress, and daily employment record of the apprentice. The Apprenticeship Committee shall be empowered to give all tests for qualifying of mechanics and of apprentices or improvers referred to them.**
- 9. If any apprentice fails any examination given by the instructor or the Apprenticeship Committee, he/she shall be given the opportunity to retake the test at two (2) intervals not greater than sixty (60) days each. If he/she does not pass any of these three (3) examinations, his/her apprenticeship agreement will be canceled, subject to review by the apprenticeship committee.**
- 10. An apprentice must immediately notify the JATC Coordinator if he/she wishes to travel for OJT outside Local Union 82 Jurisdiction. The apprentice must state and estimate time he/she will be employed in the other jurisdiction and the amount of related supplemental class hours that will be missed. Before the apprentice is given a temporary OJT assignment both JATC Coordinators and the Local 82 Business Manager must grant approval. If the apprentice fails to follow this procedure, he/she will be required to appear in front of the committee to show cause why they should not be disciplined, suspended, and/or cancelled by the committee.**
- 11. An apprentice cannot quit a job. If he/she feels the need to quit a job he/she must first contact the training coordinator for approval of such action. Likewise, any Contractor, before terminating an apprentice for**

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any reason other than Reduction of Force, shall contact the training coordinator and advise him of the reason. If the apprentice quits without the training coordinator's approval this action will be reported to the committee for disciplinary action. Disciplinary action may result in a six-month delay in the apprentice's advancement towards the next upgrade and may include suspension, and or cancellation of the apprenticeship agreement.

12. All apprentices must contact the Local 82 Union Hall within 24 hours after being discharged from an employer for any reason and shall put his/her name on the Out Of Work List.
13. An apprentice that is let go by a contractor for any reason other than Reduction of Force (ROF) shall be considered "Fired". A fired apprentice shall be notified to appear in front of the Joint Apprenticeship Training Committee for disciplinary action. Disciplinary action may include disciplinary suspension, and/or cancellation from the apprenticeship program.
14. Any apprentice called before the Apprenticeship Committee three (3) times for cause and found in violation of the Standards may face cancellation of his/her apprenticeship.
15. All registered apprentices, in person or in writing, must keep the Apprenticeship Committee informed of their current phone number and address.

B. Disciplinary Procedures

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

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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:
(insert text)

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.

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6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-009). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

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

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

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members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

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

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

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

Or;

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

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

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

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

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prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:

- a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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

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.

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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: **SEE ABOVE**

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

The International Association of Heat and Frost Insulators and Allied Workers Apprenticeship Committee shall be composed of three (3) members representing employers and three (3) members representing the Union.

- c. The employer representatives shall be:

Luke Buoy, Chairman
11616 E. Montgomery Ave, #12
Spokane Valley, WA 99206

Brian Burows
702 N. California Ave
Pasco, WA 99301

Trent Leach
11616 E. Montgomery Ave. #12
Spokane Valley, WA 99206

Armando Enriquez, Alternate
702 N. California Ave
Pasco, WA 99301

- d. The employee representatives shall be:

Terry Atchison, Secretary
3919 E. Main
Spokane, WA 99202

Sonny Sandretto
2502 W. 7th Ave
Kennewick, WA 99336

Jersain Orozco
703 South Penn Place
Kennewick, WA 99336

Mike Loberg, Alternate
3919 East Main
Spokane, WA 99202

F. Plant programs

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

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

N/A

XII. SUBCOMMITTEE:

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

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

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

HB Wright
North 2110 Fancher Road
Spokane, WA 99212