



APPRENTICESHIP PROGRAM STANDARDS
adopted by

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
INDUSTRIAL MAINTENANCE MECHANIC	49-9041.00	8000 HOURS
INDUSTRIAL MAINTENANCE TRUCK MECHANIC	49-3031.00	8000 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

APRIL 19, 2018
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JANUARY 19, 2001
Permanent Registration

By: DAVE D'HONDT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

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):

Quincy Foods, LLC plans to meet or exceed all standards that pertain to the Industrial Maintenance Program.

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

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 the Quincy Foods, LLC plant, headquartered at 222 Columbia Way, Quincy, Washington 98848

II. MINIMUM QUALIFICATIONS:

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

- Age: **Applicants shall have passed their 18th birthday.**
- Education: **Applicants shall be a high school graduate or have a certificate of equivalence and shall submit suitable documentation verifying the same.**
- Physical: **Applicants must be physically capable of performing the work of this trade.**
- Testing: **None**
- Other: **Applicant must have completed the probationary hiring period and be listed as a Quincy Foods, LLC. employee.**

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

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

program as required by the rules of the Washington State Apprenticeship and Training Council.

A. Selection Procedures:

1. **The Quincy Plant reviews all position descriptions when major changes in responsibilities occur. In doing so we have found they accurately reflect position functions and are consistent for the same position from one work area to another. The Quincy Foods, LLC. Industrial Maintenance Apprenticeship Committee is not in any way serving as a referral agency.**
2. **Job requirements will be validated by Quincy location. Special attention will be given to academic, experience, physical, and skill requirements to ensure that the requirements themselves do not constitute inadvertent discrimination. Job specifications will be made consistent for the same job type in all areas and free from bias in regard to race, color, religion, sex or national origin, age, disability or veteran status. Where requirements screen out a disproportionate number of minorities or women as determined by Impact Ratio studies or other appropriate methods, professional validation of such job requirements may be sought. All persons desiring apprenticeship training under the Quincy Foods, LLC Apprenticeship Program shall make application at the employer's place of business (see Geographical Area Covered for address), and on becoming employed, and on recommendation of the employer will appear before the Apprenticeship Committee to be interviewed. At the time of the interview, the applicant shall be informed of the obligation to abide by the Standards established for the trade. Upon acceptance of the applicant, the Apprenticeship Committee shall make an evaluation based on the employer's recommendation and place the applicant in the program in the proper work experience and wage progression period and register the applicant with the Washington State Apprenticeship and Training Council.**
3. **Combined efforts of Corporate staff and Quincy management validate employee specifications for each job title in each department using only job performance criteria. These specifications are nondiscriminatory with respect to race, color, religion, gender, national origin, age, veteran's status, and disability. Salaried positions are validated by Corporate, while hourly positions are validated at the plant level.**
4. **These validated position descriptions and employee specifications are available to all members of management involved in the recruiting, screening, selection and promotion process. Copies of position descriptions and employee specifications for job openings are available to all recruiting sources.**
5. **The Quincy Plant will continue to periodically evaluate the total selection process to ensure freedom from bias and thus the attainment of goals and objectives. If it is determined that any selections techniques currently being**

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

used result in discrimination or exclusion of members of any protected group, they will be eliminated or validated.

6. Particular attention will be given to female and minority representation, both from within and outside the Company.
7. All personnel having any role in the selection process will be chosen with special care given to their qualifications for such roles, and will be provided any necessary ongoing training to ensure that the selection processes remain nondiscriminatory.

B. Equal Employment Opportunity Plan:

The employment policy of the Quincy Plant is to provide equal opportunity to all persons. Our company, therefore, has made a commitment to equal employment opportunity through a positive and continuing Affirmative Action Program. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, national origin, age, disability, veteran status, or other status protected under state or local law.

To implement these policies, the Quincy Plant will continue to:

1. Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, sex, national origin, age, disability, or veteran status. Also insure that all personnel actions, including but not limited to, compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs are administered without regard to race, color, religion, sex, national origin, age, Disability, or veteran status.
2. Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.

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].

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

The term of apprenticeship shall be eight thousand (8000) hours of reasonably continuous on the job training including the apprenticeship probationary period.

V. INITIAL PROBATIONARY PERIOD:

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

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

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

The probationary period shall be the first one thousand six hundred (1,600) hours of apprenticed employment.

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

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.

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

The ratio of apprentices to journey-level workers shall be one (1) apprentice to one (1) journey-level worker on each jobsite.

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. All Occupations:

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 2400 Hours	80.6%
2	2401 - 8000 hours	94.0%
3	8001+ Hours	100.0%

VIII. WORK PROCESSES:

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

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.

<u>A. Industrial Maintenance Mechanic</u>	<u>Approximate Hours</u>
1. Familiarization	200
Any activity designed to familiarize apprentice with care, proper and safe use, nomenclature, and selection of hand and powered tools and materials in the craft.	
2. Other Assignments.....	300
Housekeeping, safety and other informational meetings, including related activities.	
3. Bench Work.....	600
a. Voltage tester	
b. Reaming	
c. Tapping	
d. Drilling	
e. Bench work related activities	
f. Pipe threading	
4. Power Transmission.....	800
a. Bearing applications and installation	
b. Drive component application and installation	
c. Procedures for troubleshooting drive systems	
5. Understanding Layouts	800
a. Blueprint reading	
b. Leveling/alignment using precision equipment	
c. Maintenance fabrication	
d. Replacement of machinery	
e. Dial indicators	
f. Vernier scale	
g. Calipers	
h. Micrometers	
i. Operation of equipment	
6. Welding and Burning Technique	1000
a. Arc welding	
b. Plasma arc	
c. Tig welding	

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

- d. Mig welding
- e. Gas welding
- f. Gas cutting

- 7. Lubrication and Inspection.....300
 - a. Familiarization with oils and greases
 - b. Specific applications, replacement, and disposal
 - c. Familiarization of CMMS program

- 8. Hydraulics and Pneumatics500
 - a. Application of theory and terminology
 - b. Repair, replacement, and installation
 - c. Troubleshooting

- 9. General Maintenance.....2200
 - a. Maintain, troubleshoot, rebuild, replace, and modify
 - b. Pumps and piping
 - c. Shop production tools; break, shear, punch press, etc.
 - d. Plant safety rules, lock out-tag out, confined spaces, hearing protection, and fall protection
 - e. Sheet metal work

- 10. Machine Shop300
 - a. Grinder
 - b. Chop saw
 - c. Sharpeners
 - d. Band saw
 - e. Thread cutter
 - f. Hydraulic press

- 11. Electrical/Electronic1000
 - a. Troubleshoot circuits and systems
 - b. Troubleshoot, read, and understand schematics
 - c. Connect and disconnect
 - d. Circuit board and card assemblies
 - e. Basic understanding of similarities/differences of AC/DC

TOTAL HOURS: 8000

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

<u>B. Industrial Maintenance Truck Mechanic</u>	<u>Approximate Hours</u>
1. Familiarization	500
Cleans work parts and equipment. Disassembles unit of repair, use of hand tools, precision measuring devices, drill press, lathe and power tools, etc. Preventative maintenance, oils, lubrication, fuels, minor adjustments, steam cleaning and sand blasting.	
2. Brakes.....	1000
Adjusting, relining, repair hydraulic systems. Power, electric. Welding, cutting, fabrication and grinding.	
3. Chassis.....	1000
Power lifts, frame, steering units, front systems, shocks, springs, shackles, drums, lines, pulleys.	
4. Clutch and Transmissions.....	1000
Clutches, transmissions, standard, automatic, shift controls, power take-off and gears.	
5. Axles, assembly and drive	1000
Differential, universal, drive lines, axles, bearing, tires and wheels.	
6. Types of Power	1500
Gas, Diesel, Propane and Electric. Valves, timing gears and chains, pistons and rings, bearings and crank-shafts, cylinder reconditioning heads, plugs, exhaust and fuel systems, batteries, gauges, ignition, starting, wiring generator, regulator and armatures.	
7. General Maintenance.....	1000
Belts, air and water cooling, copper tubing, assemblies using test equipment, reworking defective parts, replace parts new and used, adjustment, clearance, rivets.	
8. Troubleshooting, inspects and tests, use of manuals and handbooks, records repairs and work performed and condition of equipment.	1000
TOTAL HOURS:	<u>8000</u>

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

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) **as approved by the Committee.**

Sponsor approved online or distance learning courses (specify) **as approved by the Committee.**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Approved plant training programs.**

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

Twelve-month period from date of registration.*

Defined twelve-month school year: **(insert month)** through **(insert month)**.

Two-thousand hours of on the job training.

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

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

C. Additional Information:

NONE

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. **A daily record of hours worked in each category of on the job training will be maintained by the Apprentice. They will submit a properly completed and signed work progress report monthly to their supervisor and monthly to the Apprenticeship Committee. This report will be submitted on or before the 10th of the following month.**
 2. **The Apprentice's supervisor will sign off the apprentice's record of hours worked in each category every week.**
 3. **The Apprentice will apply oneself both on the job and in related training programs and continually strive to become a skilled worker.**
 4. **The Apprentice must comply with Company attendance policies. Reaching the disciplinary level of attendance occurrences shall result in delayed upgrade and/or disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
 5. **The classroom training provider's policies and procedures shall be adhered to at all times by the Apprentice.**

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

6. **The Apprentice must read and understand the provisions of these standards and any agreements applicable to training, including the Company Policies and Procedures.**

The Quincy Foods, LLC. is authorized to administer and enforce all Apprenticeship Policies and Procedures under the guidelines of the Standards registered with the State of Washington, Department of Labor and Industries, Apprenticeship Section. These Standards shall be governed by the Washington State Apprenticeship Act (RCW 49.04) and Federal Labor Standards (29 CFR 29), which govern employment and training in Apprenticeable occupations.

7. **Apprentices must be in the classroom with the proper educational materials and ready for class by the scheduled time of class.**
8. **The responsibility rests solely with the Apprentice to complete all lessons and topics missed due to absenteeism to the satisfaction of the instructor(s).**
9. **Any Apprentice who fails to return to class following a break or who decides to leave early on their own volition shall be given no credit for that class and marked as absent for the entire class.**
10. **Apprentices not showing satisfactory progress may be canceled from the Apprenticeship Program.**
11. **Any test missed due to absence of the Apprentice may be made up at the convenience of the class instructor(s).**
12. **Apprentices shall perform all the duties and tasks on the job in the area associated with the craft apprenticeship.**
13. **Overtime hours worked shall be recorded as actual hours worked.**
14. **Each Apprentice will be solely responsible for maintaining a work record book with a copy of the record each month to be turned in to Quincy Foods, LLC Apprenticeship Coordinator by the 10th of the following month.**
15. **Monthly work records not turned in by the 10th day of the following month may result in the next scheduled uprate being held for thirty (30) days for each offense. Three (3) consecutive offenses will constitute action by the Quincy Foods, LLC. Apprenticeship Coordinator for not complying with these Policies and Procedures.**
16. **Apprentices will comply with all Quincy Foods, LLC. policies and procedures. Termination of employment with the Company for any reason will automatically cancel the Apprenticeship Agreement.**

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

Local Apprenticeship Committee Policies

See Quincy Foods, LLC Hourly Employee Handbook, current edition.

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
(insert text)

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

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.

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.

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

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.

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>.

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

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 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

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

- 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.
 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.

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

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.
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: **INDIVIDUAL NON-JOINT**

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

c. The employer representatives shall be:

Sergey Dotsenko, Secretary
PO Box 127
Quincy, WA 98848

Shawn Lee
PO Box 337
Quincy, WA 98848

Analisa Delagarza
PO Box 127
Quincy, WA 98848

d. The employee representatives shall be:

Jaime Gallegos, Chairman
PO Box 127
Quincy, WA 98848

Everardo Lopez
PO Box 127
Quincy, WA 98848

Uriel Lopez
PO Box 127
Quincy, WA 98848

Alfredo Garcia, Alternate
PO Box 127
Quincy, WA 98848

F. Plant programs

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

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

N/A

XII. SUBCOMMITTEE:

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

NONE

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

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.

**Everardo Lopez
PO Box 127
Quincy, WA 98848**