



APPRENTICESHIP PROGRAM STANDARDS
adopted by

INTERNATIONAL UNION OF ELEVATOR CONSTRUCTORS, LOCAL 19 –
NATIONAL ELEVATOR INDUSTRY EDUCATIONAL PROGRAM

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

ELEVATOR CONSTRUCTOR MECHANIC

47-4021.00

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

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OCTOBER 18, 2002
Permanent Registration

By: ED KOMMERS
Chair of Council

By: CHRIS BOWE
Secretary of Council

**INTERNATIONAL UNION OF ELEVATOR CONSTRUCTORS, LOCAL 19 - NATIONAL
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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.

Sponsor Introductory Statement (Required):

The following Standards for the development of apprentices have been prepared by the International Union Of Elevator Constructors, Local 19 – National Elevator Industry

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Educational Program. When approved by and registered with the Registration Agency,
the Standards will govern the training of apprentices in this industry.

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 296-05-009.

The geographical area covered shall be the State of Washington except for Clark, Skamania, Klickitat, Cowlitz, and Wahkiakum counties; the following counties in the state of Idaho: Boundary, Bonner, Koontenai, Shoshone, Benewah, Latah, Clearwater, Nez Perce, Idaho, Lewis, Adams, Valley, Lemhi, and Washington; and the following counties in the state of Oregon: Umatilla, Wallowa, Union, and Baker.

Note that while the Washington State Apprenticeship and Training Council has no responsibility or authority in the states of Idaho or Oregon, the Joint Apprenticeship Committee (JAC) will apply the same standards and guidelines to apprentices registered to the sponsor while working in these states.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

Age: **All applicants shall be at least eighteen (18) years of age.**

Education: **Applicants shall be high school graduates or provide proof of equivalent educational attainment such as successfully passing the GED Tests or High School Equivalency Test. Each applicant shall submit, with the completed application, a high school transcript or high school diploma, or an official report of GED or High School Equivalency test results.**

Physical: **Must be physically fit to perform the duties of the trade.**

Testing: **All applicants shall pass an examination designed to test the applicants reading and math skills and aptitude for employment in the elevator industry. A score of 70% is the minimum passing score.**

Other: **None**

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**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 (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 (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

- 1. The employer shall select apprentices from a pool of applicants created in the manner set forth below.**
 - a. Contractors covered by Executive Order 11246 may elect to select apprentices in accordance with the provisions, goals, and timetables of their current affirmative action plan, provided that such plan is currently approved by the Office of Federal Contract Compliance Programs (OFCCP) and a copy of such plan is on file with the JAC.**
 - b. Contractors electing not to follow paragraph (a) above shall select their apprentices from a pool of applicants created in the manner set forth below.**

(1) APPLICANT POOL

- (a) The JAC will announce recruitment periods a minimum of thirty (30) days in advance. The JAC recognizes two distinct areas within the state for separate recruitment announcements, for which separate ranked lists will be developed.**
 - Area 1: Western Washington**
 - Area 2: Eastern Washington****If a ranked list in an Area (1 or 2) becomes exhausted, the JAC will offer apprenticeship opportunities to those from the other list until a recruitment for that Area can be completed (including announcement, testing, and interviews) resulting in a new ranked list.**

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- (b) Every person requesting an application shall be recorded on the applicant log and shall be furnished an application package which will include:
 - 1) Apprenticeship Application**
 - 2) Information relating to work in the trade as an apprentice.****
 - (c) Individuals receiving applicant packages shall return the complete information, including copies of the applicant's proof of age, high school diploma or high school transcripts or G.E.D. in no more than fifteen (15) days. Any individual who fails to return the information within fifteen (15) days shall be noted on the applicant log as being ineligible for consideration at this time.**
 - (d) Any individual who meets the eligibility requirements and who returns a completed package within fifteen (15) days of its receipt shall be considered an applicant and eligible for testing and interview.**
 - (e) Notices shall also be sent to applicants who have previously been interviewed and ranked, advising them of the opportunity to re-interview.**
 - (f) In the event any applicant fails to respond to notices sent to appear for testing or interviewing as described in (2) Testing, Interviewing and Other Requirements, shall be removed from the pool of applicants and notation of such shall be made on the applicant log.**
 - (g) Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their score placed them for a period of up to two (2) years from the date of original placement in the pool of eligibles, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants, who were not placed during the two (2) year period that they were on the ranking list, will be required to reapply.**
- (2) TESTING, INTERVIEWING AND OTHER REQUIREMENTS**
- (a) All applicants shall be given an examination designed to test the applicant's reading and math skills and aptitude for employment in the elevator industry, which shall be scored on a pass/fail basis. A score of 70% is the minimum passing**

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grade. Applicants not passing the test will not be interviewed and will be removed from the pool of applicants. Applicants may be assessed an examination fee if notice is included in the recruitment announcement. Applicant will be required to show identification at time of testing such as Washington State Drivers License (WSDL) or other valid proof.

- (b) Applicants passing the test shall be eligible to be interviewed, consistent with the JAC's projected employment needs.**
- (c) Interviews shall be conducted by committee consisting of at least two individuals, one from the employer and one from the IUEC.**
- (d) Each interview session shall be scheduled to provide time to adequately cover each interview grading area.**
- (e) The interview committee shall have in its possession for review with regard to each applicant: an application form, high school diploma or high school transcripts or G.E.D. Certificate and proof of age.**
- (f) After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the applicant as an individual and about the applicant's capacity to participate in apprenticeship.**
- (g) Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school record, mechanical abilities, and motivation.**
- (h) Answers to questions must be recorded during the interview to produce a record for the applicant's file.**
- (i) All applicants must be asked the same questions.**
- (j) Applicants scoring 69 points and below will not be considered for apprenticeship.**
- (k) The JAC shall notify, via first class mail, all individuals interviewed of the results of the interview, including their score and ranking. The individuals interviewed shall be placed into four tiers based upon their composite score as follows:**

Tier 1	96 - 100 points
Tier 2	90 - 95 points
Tier 3	80 - 89 points

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Tier 4 70 - 79 points

Placement Process

- 1) **Unemployed apprentices will be placed prior to selecting new apprentices, according to program policy.**
 - 2) **Applicant will be placed in order of their rank in the pool of eligibles according to the following procedure:**
 - a) **Employers may select any applicant in descending order from Tier 1 until this tier is exhausted.**
 - b) **When Tier 1 is exhausted, employers may select any applicant in descending order from Tier 2 until this tier is exhausted.**
 - c) **When Tier 2 is exhausted, employers may select any applicant in descending order from Tier 3 until this tier is exhausted.**
 - d) **When Tier 3 is exhausted, employers may select any applicant in descending order from Tier 4 until this tier is exhausted.**
- (l) **Final approval or rejection of an application submitted will be made by JAC which will review the applicant's eligibility for entry into the Program. If the application is rejected, the applicant will be notified of the rejection and the reason therefore, by first class mail and return receipt requested, by the JAC.**
- (m) **Upon selection, pass a valid drug test. (Paid for by employer)**
- (n) **Consent to a post offer pre-hire medical exam.**
- (3) **EXCEPTIONS: (Direct Entry) Pre-employment drug testing may be required for all of the following methods, if it is a condition of employment.**
- (a) **An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journey worker and does not qualify as a journey worker, will be evaluated in accordance with the procedures for granting credit for previous experience and registered by the JAC at the appropriate period of apprenticeship based on previous work experience and related training. Any such individual not eligible for credit for previous experience must make application in accordance with the normal application and selection procedure. Entry into the program shall be done without regards to race, color, religion, national origin or sex.**

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- (b) An individual who signs an authorization card during an organizing effort wherein more than 50 percent of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the committee and registered at the appropriate period of apprenticeship based upon previous work experience and related training provided they meet current minimum qualifications.**
- (c) Transfers - Upon approval by the JAC, apprentices transferring from a registered IUEC apprenticeship program will be transferred at the level of wage rate percentage, period, and related training indicated on official documents supplied by the transferring program.**
- (d) There are two methods by which a veteran may be granted direct entry. Entry of veterans will be done without regard to race, color, religion, national origin or sex of the applicant. Veterans may be required to take an entry examination and be interviewed as described in Section III.A.1.b(2) of these standards. Veterans must complete an application.**

 - 1) Veterans that have completed military technical training school and participated in a registered apprenticeship program or completed military technical training school in a recognized apprenticeable occupation during their military service may be granted direct entry.**

 - a) The JAC will evaluate the military training and on-the-job experience for granting credit for advanced standing. Such credit will be granted in accordance with established apprenticeship rules and statements found in Section VII of these standards and must be requested by the applicant. The request for credit will be evaluated and determination made by the JAC during the initial probationary period when actual on-the-job learning and related instruction performance can be examined. Consideration will also be given for previous work, training/education record and evaluation of the apprentices' performance skill and knowledge demonstrated during the initial probationary period.**
 - 2) Veterans that have completed military service and have not completed military technical school in a recognized apprenticeship occupation may be granted direct entry. The JAC may give veterans special consideration for entry into the apprenticeship program.**

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B. Equal Employment Opportunity Plan:

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the JAC pledges to the procedures and methods covered in this section.

The JAC pledges to engage in various outreach and positive recruitment activities by employing the following approach:

- 1. Thirty days in advance of a recruitment, the JAC will send to community outreach organizations and facilities, which can assist in securing, qualified minority and female applicants, throughout the area for which a need for apprentices has been identified as described in Section III.A.1.b.(1)(a).**
- 2. In addition to the notifications to minority group and female referral organizations, the JAC will cause to be notified thirty (30) days in advance of recruitment the following:**
 - a. The Department of Labor Apprenticeship and Training Office and the State Apprenticeship Council (SAC) (if applicable) representatives serving the program.**
 - b. WorkSource offices.**
 - c. Newspapers which are circulated in the minority community and among women.**
- 3. Announcement of apprenticeship opportunities and information concerning signatory contractors operating within the outreach organizations' geographical area.**
- 4. Participating in existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.**
- 5. For those contractors seeking to employ apprentices on projects covered by a regulatory agency set aside, selection may be made outside of tier order if necessary to meet the goals and timetables established for apprentices by the contracting agency bid specifications for affirmative action purposes. A copy of the bid specifications dealing with the set aside shall be submitted and retained by the committee.**

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).

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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 296-05-015].

The term of apprenticeship shall consist of four (4) years with a minimum OJT attainment of 8000 hours.

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 296-05-015(22)]:

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The Sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices during their initial probationary period.
- C. In no case shall the initial probationary period exceed 1600 hours of employment as an apprentice or 12 months from the date of registration, whichever is less.**

The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports from the apprentice's employer or employers, a complete record of attendance and grades in related instruction, and any disciplinary action taken during the probationary period. Any probationary apprentice considered to be unsatisfactory after a

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review of the probationary records shall his or her Apprenticeship Agreement canceled before the expiration of the probationary period, and the Registration Agency will be so notified.

Each probationary apprentice evaluated as satisfactory after a review of the probationary records shall be given full credit for the probationary period and continued in the program.

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 296-05-015(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:
 - A. **The ratio of apprentice to journey-level worker shall not exceed one (1) apprentice to one (1) journey-level worker regularly employed on the jobsite. The employer, or the person designated by the employer such as the superintendent, foreman, or mechanic, shall be responsible for the training of the apprentice on the job. Apprentices shall be under the general supervision of the employer and under the direct supervision of the mechanic to whom they are assigned.**
 - B. **Exceptions:** (Approved July 17, 2014)
 - 1. **On jobsites where 2 teams or more are working (a team is defined as one apprentice and one journey level worker); One extra apprentice may be**

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**employed for the first two teams and one extra apprentice for each
additional three teams.**

- 2. Contract Service Work: An apprentice in the second, third, or fourth year (excludes initial probationary apprentices and those who have not completed the full first year of RSI training) may work alone under the general supervision of a journey level worker in his or her assigned district provided the apprentice is met on the first job daily. The apprentice shall notify the office and/or journey level worker when changing jobs and at the completion of the workday. (The word "district" means the regular contract service route of the mechanic or mechanics to which the apprentice has been assigned that day.)**

While working alone, the apprentice shall perform only oiling, cleaning, greasing, painting, replacing of combplate teeth, relamping and fixture maintenance, the inspection, cleaning and lubrication of hoistway doors, car tops, bottoms, and pits, observing operation of equipment and at no time when working alone shall the apprentice perform any other work or function normally performed by journey level workers.

The regular work week shall be Monday - Friday, each consisting of eight (8) consecutive work hours (with an unpaid lunch period) between 6 A.M. and 6 P.M.

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. **Elevator Constructor Mechanic**

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Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0 – 900 hours: 50% of Mechanic's rate. The apprentice must accrue at least 100 hours in consecutive 30 day periods.	50%
2	901 – 1800 hours: 55% of Mechanic's Rate, plus fringe benefits as provided by the collective bargaining agreement. Successful completion of 72 hour Online Training Program is required. The apprentice must continue to accrue at least 100 hours in consecutive 30 day periods. 1801 - 2000 hours): 55% of Mechanic's Rate, plus fringe benefits as provided by the collective bargaining agreement. Successful completion of two RSI classes is required before advancement to the next step.	55%
3	Second year apprentice, (2001 - 4000 hours): 65% of Mechanic's Rate, plus fringe benefits as provided by the collective bargaining agreement. Successful completion of two RSI classes is required before advancement to the next step.	65%
4	Third Year Apprentice, (4001 - 6000 hours): 70% of Mechanic's Rate, plus fringe benefits as provided by the collective bargaining agreement. Successful completion of two RSI classes is required before advancement to the next step.	70%
5	Fourth Year Apprentice, (6001 - 8000 hours): 80% of Mechanic's Rate, plus fringe benefits as provided by the collective bargaining agreement. Successful completion of two RSI classes is required before advancement to completion.	80%

Fringe benefits are not paid to apprentices in their probationary period as defined in these standards (Section V).

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.

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A. ELEVATOR CONSTRUCTOR MECHANIC

Approximate Hours

1. Construction/Modernization.....2700

a. Safety

- (1) Identify job hazards
- (2) What proper safety equipment to wear and use
- (3) Common-sense safety around elevators and escalators
- (4) Fundamentals of first aid and MSDS information
- (5) Avoiding electric shock, GFCI's
- (6) Codes that apply to the elevator industry

b. Print Reading

- (1) Read prints
- (2) Survey the hoistway for new installation and modernization
- (3) Convert to meter equivalents

c. Handling Materials & Tools: Rigging & Hoisting

- (1) Safety Procedures
- (2) Properly handle and store elevator/escalator equipment
- (3) Tie and identify knots, bends and hitches
- (4) Safety procedures for hoisting heavy equipment
- (5) Building a safe working platform & scaffolding
- (6) Use all safety devices

d. Pit Structures

- (1) Safety Procedures
- (2) Introduction to the pit components and their purpose
- (3) Install pit equipment: buffers, compensating sheaves, compensating ropes and chains
- (4) Testing of pit equipment for proper operation

e. Guide Rails

- (1) Safety Procedures
- (2) Prepare rails and rail runs
- (3) Build templates, drop lines and plumb hoistways of single, multiple or corner post installations
- (4) Install guide rails
- (5) Use a rail gauge and align rails

f. Machine Room, Escalator & Overhead Installations

- (1) Safety Procedures
- (2) Layout and properly align & set equipment
- (3) Properly align sheaves, tracks and gears
- (4) Offset roping
- (5) Calibrate and test

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- (6) Proper inspection and maintenance procedures for the equipment**

g. Car & Counterweight Assembly & Roping

- (1) Safety Procedures**
- (2) Assemble car and counterweight sling**
- (3) Why elevators use counterweights**
- (4) Proper handling & storage of wire ropes**
- (5) Plan a rope run and learn other methods of installing and reroping**

h. Wiring Installation

- (1) Safety Procedures**
- (2) Terminology for various tools and electrical equipment**
- (3) Plan and install raceway and conduit**
- (4) Bend conduit**
- (5) Plan wiring and pulling wires safely and efficiently**
- (6) Accurately prepare and install traveling cables**
- (7) Bonding and grounding equipment**
- (8) Prepare the elevator/escalator for running operation**

i. Door Installation

- (1) Safety Procedures**
- (2) Proper terminology for doors and relating equipment**
- (3) Install car and hoistway entrances and door equipment accurately**
- (4) Install & adjust elevator doors, gates for passenger, freight & dumbwaiter**

j. Hydraulics

- (1) Safety Procedures**
- (2) Drill a hole for a hydraulic jack**
- (3) Properly install and plumb the casing & jack with specific tools**
- (4) Layout a pipe run and connections to power unit and jack**
- (5) Hydraulic theory and valve operation**
- (6) Adjust the valves for proper operation**
- (7) Troubleshoot and isolate system problems**

2. Service/Repair/Modernization/Construction3900

a. Basic Wiring/Electricity

- (1) Procedures for working safely with electricity**
- (2) Principle on which all electrical concepts are based**
- (3) What is electricity and where does it come from?**

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b. Solid State Electronics/Relay Logic

- (1) Safety Procedures**
- (2) Terminology and safety equipment used on electronic devices**
- (3) Binary & hexadecimal systems are related to digital circuitry**
- (4) Capacitors and capacitance are used on elevator equipment**
- (5) Inductance and inductors are used in circuits**
- (6) How a semi-conductor works**
- (7) Diode, zener diodes, photodiodes and light emitting diodes**
- (8) Understanding transistors and how they operate**
- (9) How SCR's are operated and used in elevator circuits**
- (10) Various digital gates and their function**
- (11) The functions of integrated power supplies**
- (12) Different configurations and uses of the Op Amp**
- (13) Relay logic**

c. Circuit Tracing/Relay Logic

- (1) Safety Procedures**
- (2) Read a wiring diagram symbol and apply it to the equipment on the job**
- (3) Sequence of operation of individual circuits such as starting, stopping car and hall call cancellation and direction selection**
- (4) Troubleshoot particular circuits that are malfunctioning**
- (5) Locate and repair electrical problems such as ground, opens, defective contacts and coils**
- (6) Troubleshoot electrical problems with confidence**

3. General Repair/Modernization.....1400

a. Reroping, Recabling

- (1) Safety Procedures**
- (2) Inspecting for defective rope, selector tape & cable**
- (3) Staging and routing ropes, tapes & cables**
- (4) Shackling and socketing**

b. Door Operator & Relating Equipment

- (1) Safety Procedures**
- (2) Passenger & freight door, gate repairs and replacements**
- (3) Door Operators, repair, replace and adjustments**
- (4) Door protective devices and troubleshooting**

c. Traveling Cable

- (1) Safety Procedures**

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(2) Repair and replacement of traveler in existing hoistways

d. Motors, Generators, Bearing, Sheaves, Drivers

- (1) Safety Procedures**
- (2) Cleaning and lubrication**
- (3) Testing and replacing motors, generators, bearing, sheaves, and drivers**
- (4) Turn and undercut a commutator**
- (5) Test shunt and series field coils**
- (6) Learn how to check bearings and replace**

e. Escalators, Moving Walks & Similar Equipment

- (1) Safety Procedures**
- (2) Repair/replace equipment**
- (3) Clean and lubricate**
- (4) Maintenance on equipment**

Total Hours: 8000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

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NEIEP Distance Learning Classes.**

- State Community/Technical college
- Private Technical/Vocational college
- Sponsor Provided (lab/classroom)
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- Other (specify):

B. **144** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

- Twelve-month period from date of registration.*
- Defined twelve-month school year: **(September)** through **(August)**.
- Two-thousand hours of on the job training.

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

C. Additional Information:

An apprentice registered during the middle of a semester will not begin attending RSI classes until the following semester.

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 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 296-05-015(11).
3. Sponsor Procedures:

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- 1. The JAC may take disciplinary action against any apprentice or employer for failure to comply with the apprenticeship agreement or the apprenticeship standards.**
- 2. Before invoking disciplinary action the JAC will notify the apprentice or the employer of the infraction and provide a reasonable opportunity for correction action.**
- 3. Disciplinary action may include postponement of wage advancement, requirement to repeat all or a portion of related training (for apprentices) or temporary removal of the apprentice from the job, causing loss of employment. It may also include suspension, cancellation or termination of the apprenticeship agreement and removal of the apprenticeship program. Such action will occur only after due notice to the apprentice, once initial probationary period is completed, and with opportunity for corrective action. Removal by the JAC shall cancel the classification of the apprentice and thus the opportunity to complete the training.**
- 4. Records of all disciplinary actions shall be maintained by the JAC. The registration agency shall be notified whenever a disciplinary action results in the suspension, cancellation or termination of an apprenticeship agreement and causes thereof.**

Local Apprenticeship Committee Policies

**ADDENDUM A
National Elevator Industry Educational Program
Joint Apprenticeship and Training Committee
Policies and Procedures**

WELCOME TO APPRENTICESHIP TRAINING

The J.A.T.C. is responsible for the development and administration of your Apprenticeship training. Each Apprentice shall be under the guidance and direction of this Committee.

Each Apprentice is required to follow certain rules and regulations, detailed in this document, for on-the-job training (OJT) as well as related classroom training (R'T) or distance learning instruction in order to complete the training program. Failure to follow these policies and procedures may result in the Apprentice being dropped from the program.

COMMITTEE COMPOSITION & OPERATION

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- 1. Membership - The Committee will consist of an equal number of employer and employee representatives, with at all times there being equal voting strength between the representatives of the union and the employers.**
- 2. Elected positions - The positions of Committee chair and co-chair are filled by opposite representation (employer and employee) and are elected by current Committee members; the term of office is one (1) year. When a vacancy occurs, the respective employer or employee members elect from their representation a replacement to serve the unfilled term of an office.**
- 3. Quorum- A quorum for the transaction of business must consist of at least two (2) employer and two (2) union representatives.**
- 4. Removal of Committee members - Committee members will be removed for inactivity or failure to abide by the policies and procedures of this Committee. A member who fails to attend three (3) consecutive Committee meetings will be deemed inactive.**
- 5. Meeting schedule - The date of the next regular meeting is designated at each Committee meeting. Meetings are conducted under Robert's Rules of Order.**

COMMITTEE RESPONSIBILITIES

- 1. Authority - The Committee is responsible for all Apprenticeship matters, for furnishing copies of these rules and policies to each Apprentice, and for recommending any changes or revisions deemed necessary for the betterment of the program. The Committee enforces the regulations, rules, and policies in a uniform and progressive manner and at all times operates in accordance with the decisions of the NEIEP Trustees as well as applicable Federal and State Law.**
- 2. Equal Employment Opportunity - It is the policy of this Committee that any Committee member, employer, or union representative shall:**
 - Provide equal opportunity in the recruitment, selection, employment and training of Apprentices without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age (where the individual is 18 years or older), expunged juvenile record, family relationship, opposition to safety and health hazards, mental or physical disability or association with anyone of a particular race, color, gender, sexual orientation, national origin, marital status, age or religion; and**
 - Provide a workplace or training site free from harassment of any kind including but not limited to gender, sexual orientation, race, color, religion, national origin, political affiliation, marital status, mental or physical disability or association with anyone of a particular gender, sexual orientation, race, color, age, national origin, political affiliation, marital status or religion and uniformly apply rules and regulations concerning harassment to all employees.**
- 3. Harassment - The Committee has adopted a "zero tolerance" harassment policy.**

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For purposes of this policy, unwelcome verbal and physical advances, requests for favors and other verbal and physical conduct constitutes harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/training;**
- b. Submission or rejection of such conduct by an individual is used as a basis for employment/training decisions affecting the individual, or**
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive working or training environment.**

The Committee will uniformly apply rules and regulations concerning, but not limited to, equality of wages, periodic advancement, promotion, job performance, rotation among all work processes of the trade/occupation, assignment of work, imposition of penalties or other disciplinary matters and all other aspects of the administration of an Apprenticeship program to all Apprentices during their Apprenticeship according to applicable Federal and State Law.

Each Apprentice shall be required to sign the Committee's anti-harassment policy and to follow the procedures contained therein for the processing and investigating of complaints.

- 4. Program standards - The Committee has developed program standards that have been approved by the appropriate registration agency and must administer its program in accordance with these standards and requirements. The standards outline the minimum requirements for each program along with OJT and related classroom training requirements, wage schedule, and probationary period.**
- 5. Program costs - NEIEP is responsible for the administrative costs and expenses associated with the operation of the program. The Committee, participating employers, or the union will not charge or cause charges to be levied against its Apprentices for the purpose of financially supporting the administrative, clerical or organizational costs of operating the program.**
- 6. Political activity- The Committee and/or its representatives cannot require Apprentices to perform political activities of any sort, or make progress or retention in an Apprenticeship program dependent on the performance of such activities. These include, but are not limited to, posting flyers, placing yard signs, working on phone banks, mailings, and collecting funds.**

APPRENTICE RESPONSIBILITIES

As noted earlier, this Committee is responsible for your Local Apprenticeship program.

Apprentices share a part of this responsibility and are expected to cooperate with the Committee during the development of their career. The following sections outline

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expectations and procedures concerning on-the-job training (OJT), related classroom instruction (RI), advancement and completion requirements, and disciplinary action.

- 1. Registration & license - Apprentices are indentured to this Committee, not to individual employers (training agents). They are registered by the applicable registration agency effective the date a completed and signed Apprenticeship agreement is received by the registration agency.**
- 2. General responsibilities - As an Apprentice, you must**
 - **Diligently perform the work assigned by the journeyman and/or foreman.**
 - **Develop and practice safe working habits as well as comply with employer environmental health and safety programs and standards.**
 - **Conduct yourself at all times as a representative of the Apprenticeship program in a neat and professional manner.**
 - **Attend related training classes as required by the Committee.**
 - **Advance in the program.**
 - **Keep the Committee informed of your current address and telephone number.**
 - **Submit Monthly Progress Reports in a timely manner.**
- 3. Conduct & attire - As representatives of the program, Apprentices must conduct themselves in a neat and professional manner at all times.**
- 4. Withdrawal - You may withdraw from the Apprenticeship program at any time by submitting a written notice to the Committee. You will then receive a letter listing the number of OJT hours recognized by the Committee at the time of your withdrawal.**

EMPLOYMENT & OJT TRAINING

- 1. General expectations - Apprentices are expected to diligently perform the work assigned by the mechanic and or foreman and to develop and practice safe working habits. They may work only for employers participating in the Apprenticeship program and must make every effort to maintain employment in the trade.**

Being present and on time every day are major factors in job scheduling and planning. Employers take a dim view of excessive absences, tardiness, or not calling in when unable to come to work and job termination may result; this may also result in disciplinary action.

- 2. Termination - If an Apprentice voluntarily terminates his/her employment or is terminated for cause, he/she must notify the Committee or the area coordinator in writing within 2 business days, providing the following information:**
 - **Name, address, and telephone number**
 - **Name of previous employer name and last date of work**
 - **Signature and date**

The training agent must also submit written notification of the termination to the Committee, including the date and reason for termination.

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- 3. Initial dispatch & reemployment - New Apprentices will be dispatched according to the Committee's approved selection procedure. Unemployed Apprentices will be placed prior to the indenture of new Apprentices following recognized hiring hall procedures.**
- 4. Removal from Ranked Pool of Eligibles**
 - a. Applicants wishing to be removed from the pool must submit a written request to the Committee.**
 - b. Applicants who do not respond to a job notification will be notified that they have missed an employment opportunity:**
 - 1. Those who don't respond to the first notification will be notified in writing a second time and will retain their position on the list.**
 - 2. Those who do not respond to the second notification will be notified in writing, certified mail return receipt, that they will be removed from the pool at the next Committee meeting.**

RELATED TRAINING

- 1. General information - The NEIEP Trustees are responsible for establishing and/or approving the content and curriculum of all related training classes, and for developing and distributing the schedule to program participants. Apprentices are expected to exhibit orderly behavior in the classroom at all times.**
- 2. Attendance - A minimum of 144 hours of related training must be completed each year an Apprentice is in the program and Apprentices are required to attend all regular and special classes scheduled.**
 - a. If an Apprentice misses a class, he/she must provide the following information to the Committee**
 - in writing within 7 calendar days:**
 - Name, address, and telephone number**
 - Date and reason for absence**
 - Apprentice signature**
 - Employer signature**
 - Instructor signature (indicating when the missed class has been or will be made up)**
 - Any required documentation**
 - Any unexcused absences subject an Apprentice to disciplinary action by the Committee**
 - b. Excused absences require Committee approval and may**
 - Pre-arranged absence approved by the instructor with make-up class completed in advance**
 - Pre-arranged absence approved by the Committee**
 - Medical (supported by a doctor or other professional report)**

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- 3. Grades - Apprentices must successfully complete related training classes with a 70% or better for graded classes or 'Pass' for non-graded classes. The Committee will notify Apprentices who fail to do so in writing that they will be required to repeat the term or make arrangements for make-up work depending upon the circumstances. Advancement will be held until the minimum grade level has been achieved.**

ADVANCEMENT (RERATE) & DISCIPLINE

- 1. General information - Each Apprentice is expected to advance in the program and is subject to Committee review every 6 months at a minimum. The wage schedule and progression are outlined in the program standards.**
- 2. Advancement criteria -Raises are not automatic and are based upon meeting the following criteria:**
 - Related training attendance and grade requirements**
 - OJT hours specified in the program standards**
 - Employer/journeyman report supporting the rerate**
- 3. Mechanic's exam & program completion - Apprentices who have completed all program requirements will be referred by the Committee to take the Mechanic's exam. They may not apply to take the exam without the Committee's recommendation.**
 - a. First exam:**
 - Score of 70 or higher: pass the exam**
 - Score below 70: fail exam; however, Apprentices are eligible to take the exam the following year; they must retake any or all modules in which they scored below 70, and must remain actively enrolled and working toward successful completion of course material for the entire school year**
 - b. Second or subsequent exam(s):**
 - Score of 70 or higher: pass the exam**
 - Score below 70: fail exam, based on Mechanic Exam Profile Report from NEIEP must enroll in any or all module(s) for exam areas below 70; Apprentices must remain actively enrolled in the program and working toward successful completion of course material for the entire school year to be eligible to take another Mechanic Exam**
- 4. Disciplinary action - Failure to satisfy program requirements will result in one or more of the following disciplinary actions:**
 - a. Probationary period - Your Apprenticeship agreement may be canceled during the probationary period as specified in the program standards. After the probationary period, reasonable opportunity for corrective action must be given before cancellation can occur.**
 - b. Hold - This action will delay advancement until the problems/conditions have been resolved.**
 - Apprentices will be held at their current level if advancement criteria have**

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not been met. A hold can also be placed on a raise for disciplinary reasons.

- An Apprentice may appear at a Committee meeting to request restoration of a lost raise after 6 months with proof that the conditions that led to the hold have been satisfactorily corrected. However, in disciplinary cases the Committee is under no obligation to restore the lost raise.
- c. **Notice to appear - This action requires you to appear at the next Committee meeting to discuss the problem(s) and required follow-up.**
 - d. **Proposed cancellation - This notice requires you to appear at the next Committee meeting to show cause why you should not be canceled from the Apprenticeship program. Reasonable opportunity for correction of the problem(s) will be provided.**
 - e. **Final cancellation - This action terminates your Apprenticeship agreement for the reasons listed in the notice.**

Problems that will result in disciplinary action include, but are not limited to:

- **Violation of Committee rules and policies**
- **Refusal to sign required paperwork**
- **Absenteeism or tardiness at school or on the job**
- **Unsatisfactory job performance reports from employers or termination for cause**
- **Irresponsible acts, falsification, cheating, or severe attitude problems**
- **Theft of equipment or material from the program or vandalism of the training facility**
- **Use of alcohol or controlled substances on school property or job site**
- **Repeated and/or continuous problems on the job or in school**

Employers will be notified of Apprentice progress, including disciplinary actions and cancellation from the program. Copies of all notices and related correspondence will be maintained in your Apprentice file.

CREDIT FOR PRIOR EXPERIENCE

1. **Transfers - Apprentices transferring from a registered Apprenticeship program will be considered at the level of wage rate, period, and related training indicated on official documents supplied by the previous program, provided that the transferring program standards for advancement and related training progression are similar to those of this Committee.**
2. **Returning Apprentices - Previously terminated Apprentices may request reentry into the program at their previous level. However, those terminated for cause must wait 12 months before requesting re-admittance and will not be indentured until the Apprentice appears before the Committee and provides satisfactory documentation that the conditions leading to their cancellation have been corrected. An Apprentice reentering the program will be evaluated by the Committee and registered at the appropriate level based upon his/her current knowledge, skills, and ability.**

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- 3. New Apprentices - Apprentices wishing to receive credit for experience gained prior to their indenture must submit a written request to the Committee along with the following documentation:**
 - a. OJT experience - A letter on company letterhead bearing the employer's signature must be submitted documenting the amount of applicable time worked for that employer. It must detail the type of work done and the amount of time spent in each work process. OJT credit cannot be given for classroom training received in employment or at an educational institution and the Committee cannot grant credit for illegal OJT experience. If a license was required to do the work being submitted, credit will not be awarded.**
 - b. Related classroom training - Written documentation, such as transcripts or completion certificates, must be submitted.**

COMPLAINT RESOLUTION

- 1. Any Apprentice or employer who has a problem is encouraged to bring it to the attention of the Committee, who is ready and willing to help. All complaints must be submitted to the Committee in writing at least 10 days prior to the next Committee meeting date for placement on the agenda.**
- 2. You must attend the Committee meeting to attempt resolution of the dispute.**
- 3. The Committee's decision will be communicated to you in writing and noted in the meeting minutes.**

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ACKNOWLEDGMENT OF RECEIPT & STATEMENT OF
UNDERSTANDING**

Program participants are required to sign a copy of these policies and procedures, acknowledging that they fully understand them. Refusal to sign will be considered cause for cancellation from the program.

APPRENTICE

I have read and understand the policies and procedures, have received a copy, and realize that failure to comply with these policies and procedures will result in disciplinary action being taken.

Apprentice Name:

Apprentice Signature:

Date:

Attached:

Apprenticeship agreement signature form (copy). Please sign and detach for Committee.

"END ADDENDUM A"

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:

None

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
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.

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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 296-05-105). 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 296-05-009): (Not applicable for Plant Programs)

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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:

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 296-05-100 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. Forms may be obtained through the programs assigned apprenticeship consultant.

Sponsors shall submit required reports through the Apprentice Registration and Tracking System (ARTS).

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

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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 any requested documentation for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The Sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the Sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The Sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

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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 296-05-009)

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

- a. **Quorum: A quorum for the transaction of business must consist of at least two (2) employer and two (2) employee representatives.**
- b. Program type administered by the committee: **Group Joint**

Committee members will be removed for inactivity or failure to abide by the policies and procedures of this committee. A member who fails to attend three (3) consecutive committee meetings will be deemed inactive.

- c. The employer representatives shall be:

**David Koenig, Secretary
Mitsubishi
127 10th Street South #100
Kirkland, WA 98033**

**Scott Adams
Otis
3315 S 116th St, #149
Seattle, WA 98168**

**Amy Lobdell
Kone
8343 154th Ave NE, STE #100
Redmond, WA 98052**

**Larry Shelton
Schindler
15413 NE 95th St
Redmond, WA 98052**

**Autumn Hawes, Alternate
Schindler
15413 NE 95th St
Redmond, WA 98052**

**Bob Hallameck, Alternate
TK Elevator
12530 135th Ave NE
Kirkland, WA 98034**

- d. The employee representatives shall be:

**Patrick Strafer, Chair
2264 15th Ave W
Seattle, WA 98119**

**Jim Norris
2264 15th Ave W
Seattle, WA 98119**

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**Eric Mills
2264 15th Ave W
Seattle, WA 98119**

**Mike Nelson
2264 15th Ave W
Seattle, WA 98119**

**Ronnie Stenson, Alternate
2264 15th Ave W
Seattle, WA 98119**

F. Plant programs

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

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

None

XII. SUBCOMMITTEE:

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

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.

**Scott McGinty, Coordinator
5009 Pacific Highway E Unit 20
Fife, WA 98424**