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Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council

FROM: City of Seattle, Washington Apprenticeship Committee, #208

Please update our Standards of Apprenticeship to reflect the following changes:

- Additions shall be underlined (underlined).
- Deletions shall be struck through (~~struck through~~).
- See attached.

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input checked="" type="checkbox"/> Chair	Date	<input checked="" type="checkbox"/> Secretary	Date
<input type="checkbox"/> Authorized Signer	<i>11-28-22</i>		<i>11-29-2022</i>
Print Name: Jeff Berry	<i>[Signature]</i>	Print Name: Todd Snider	<i>[Signature]</i>
Signature:	<i>[Signature]</i>	Signature:	<i>[Signature]</i>

Approved By: Washington State Apprenticeship & Training Council
Signature of Secretary of the WSATC:
Date:

Attach additional sheets if necessary

X. Administrative/Disciplinary Procedures:

Received: L&I Tukwila, 2A
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Teri Gardner 12-9-22

A. Administrative Procedures:

3. Sponsor Procedures:

b. ~~This Joint Apprenticeship Training Committee (JATC)~~ is to function under Resolution of the City Council and the City Charter and in harmony with Washington State laws governing apprenticeship, under the Washington State Apprenticeship and Training Council.

d. ~~The Joint Apprenticeship Training Committee (JATC)~~ consists of three (3) members from Organized Labor and three (3) members from City Service, all appointed by the Mayor, and confirmed by the City Council, for terms of three (3) years. The terms of the first appointees are staggered so that the terms of one from Organized Labor and one from City Service shall expire the first of each year thereafter. One new appointment will be made the first of each year from each of the respective groups. Members may be reappointed. ~~The Joint Apprenticeship Training Committee (JATC)~~ shall:

(3) Establish Apprenticeship Subcommittees ~~shall be established~~ for each apprenticeable craft with equal representation from City Service and the Labor organization involved; the number of members, tenure thereof, and appointments shall be decided by the ~~Joint Apprenticeship Training Committee (JATC)~~.

(4) Representatives of the ~~apprenticeship subcommittees~~ Apprenticeship Subcommittees shall participate in the interviewing of and/or administration of working tests to all certified eligible apprentice candidates to ascertain their ability to meet applicable apprenticeship standards in accordance with the City's Personnel Rules and Collective Bargaining Agreements. The apprentice candidates selected by the Hiring Authority shall be recommended by the ~~apprenticeship subcommittee~~ Apprenticeship Subcommittee to the JATC for placement into apprenticeship.

e. Local Apprenticeship Committee Policies

(1) Apprenticeship Administrative Guidelines and Apprenticeship Operating procedures recommended by ~~the sub-committee's~~ each Apprenticeship Subcommittee and approved by the JATC, which may from time to time be added to or updated.

(4) City of Seattle Fit for Duty and Drug Free Workplace Policy;

(5) Collective Bargaining Agreements;

B. Disciplinary Procedures:

3. Sponsor Disciplinary Procedures:

- a. The Employer and Union agree to carry out the instruction and disciplinary actions of the JATC with respect to an apprentice's academic (related training classes) and OJT performance.
- ab. Failure on the part of an apprentice to show regular attendance at related training classes – including timely arrival, or failing any quarter of the related training classes, or failing to meet on-the-job performance evaluation expectations will be deemed as sufficient cause for the an Apprenticeship Subcommittee to recommend to the JATC take disciplinary action, which may include, but not be limited to the cancellation of their apprenticeship agreement. All missed classes must be made up before the next scheduled apprentice pay increase is granted.
- (1) Each apprentice is required to be respectful and attentive in related training classes.
- (2) Apprentices may be brought before the JATC for disciplinary action as a result of, but not limited to, attendance, punctuality, failure to attend a scheduled make-up class, mechanical ability and attitude related to the job or classroom. Disciplinary action may include, but is not limited to disciplinary probation, suspension or cancellation of the apprenticeship agreement, or any other action the JATC deems appropriate.

[Please note “b.” (now “c.”) has been changed to a heading, “EXAMS:”, so please move the numbered statements beginning with “(1)” below the new heading.]

bc. EXAMS:

- (3) If the apprentice fails the exam a third time, the matter will be referred to the Joint Apprenticeship Training Committee (JATC), which may recommend termination from the program result in cancellation of the apprenticeship agreement.
- ed. If an apprentice misses more than two (2) school related training classes in any quarter without prior approval by the apprenticeship sub-committee Apprenticeship Subcommittee or their representative, the apprentice may be summarily dropped from the program and discharged subject to disciplinary action imposed by the JATC, up to and including suspension or cancellation of their apprenticeship agreement.
- d. ~~Employer and Union agree to carry out the instruction and disciplinary action of the JATC in respect to an Apprentice's academic (RSI) and OJT performances.~~
- e. The JATC has the authority and responsibility to review the recommendations of the subcommittee Apprenticeship Subcommittee and take action, which may include, but are not limited to, requiring the apprentice to adhere to an Individual Training Plan (ITP), disciplinary probation, withholding wage progression, suspension, and/or cancellation of the apprenticeship agreement.

- f. No apprentice may begin the next school year until they have successfully completed all the requirements of their Related Supplemental Instruction (School) for the previous year. Apprentices having failed to successfully complete their RSI before the start of the next academic year may be required to repeat the failed RSI course, or a year of their apprenticeship. ~~Or, or~~ may be subject to other disciplinary action up to and including canceled from the program cancellation of their apprenticeship agreement. This matter will be handled by the JATC with recommendation from the Apprenticeship Subcommittee.

- g. An Apprentice may not miss related training classes due to overtime work without prior approval from the Apprenticeship Subcommittee, their representative sub-committee or as outlined in the Apprenticeship Administration Administrative Guidelines.

- j. Each apprentice shall Acquire obtain and maintain certifications necessary for the occupations they are registered to. Failure to acquire obtain and maintain required certifications may result in disciplinary action, up to and including cancelation of the apprenticeship agreement.