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| For L&I Staff Use Only | |
| Rev 3/8/24 <i>AN</i> | <i>Teri Gardner 3-1-24</i> |
| Rec 3/1/24 <i>AN</i> | <i>Teri Gardner 3-11-24</i> |
| L&I Apprenticeship Consultant | L&I Admin |

Department of Labor and Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council
 FROM: Pierce County Roofers Apprenticeship Committee #116

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

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|---|-----------------|------------------------------------|------|
| <input type="checkbox"/> Chair | Date | <input type="checkbox"/> Secretary | Date |
| <input checked="" type="checkbox"/> Authorized Signer | <i>3/1/2024</i> | | |
| Print Name: <i>Racheal Geyer</i> | | Print Name: | |
| Signature: <i>Racheal Geyer</i> | | Signature: | |

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

Attach additional sheets if necessary

II. MINIMUM QUALIFICATIONS:

- Age: ~~Apprentices registered in accordance with these Standards who have not heretofore been connected with the trade~~ Applicants shall be at least eighteen (18) years of age.
- Education: ~~They shall have sufficient schooling to meet the requirements of the trade.~~ Completion of the 10th grade or equivalent.
- Physical: Be physically able to perform the work of the trade with or without reasonable accommodations.
- Other: ~~They shall have a valid driver's license in the State of Washington; or it is acknowledged in writing by the employer that it will have no impact on the apprentice for failure to have a valid driver's license.~~

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

A. Selection Procedures:

1. ~~Applications~~ Union apprenticeship applications will be available to anyone who is interested, regardless of any other consideration meets the minimum qualifications.
2. ~~All application blanks will be serially numbered so that they can be accounted for.~~
32. Applications will be available through the Roofers LU 153 and the Pierce County Roofers Joint Apprenticeship Office located at 3049 South 36th Street, Room 213, Tacoma, Washington, 98409.
4. ~~There will be a "Record of Apprentice Applicants" on which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the applicant's signature, printed name and the progress, by dates and final disposition. The applicant will sign the "Record of Apprentice Applicants" and will be given an "Application for Apprenticeship."~~
53. All applicants who meet the minimum qualifications and who have a completed Apprenticeship Application on file with the Pierce County Roofers Joint Apprenticeship office will then wait for an employment offer go on the union out of work list in the order of application, below currently registered out-of-work apprentices.
4. When an apprentice job opportunity becomes available, applicants will be called in order starting from the top of the union out of work list. Applicants not yet registered as apprentices will be given instructions to provide a drug test, paid for by the applicant, and will then report to the Pierce County Roofers Joint Apprenticeship Office where they will undergo an orientation, sign the Apprenticeship Agreement, and be provided a copy of these Standards before dispatch to the job.
65. The employer shall be notified of an applicant's selection, the name of the selected applicant dispatched to their job, the effective date of registration dispatch, and

~~percentage rate and shall be provided a copy of the Apprenticeship Agreement after being registered with the Washington State Apprenticeship and Training Council the starting wage step.~~

- ~~7. As a condition of employment, employers may have specific employment requirements that preclude an apprentice from being employed (i.e. background check, physical testing, E-Verify, etc.). Apprentices who cannot pass the employers specific employment requirements, will be sent back to the JATC and placed back on the list at their same position or their appropriate position. The JATC and the apprentice will be informed of the reason for the applicant not qualifying for employment.~~

86. EXCEPTIONS:

- b. An employee of a non-signatory employer not qualifying as a journeymen when an employer becomes signatory shall be evaluated by the JATC Committee using constant consistent standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.

97. DIRECT ENTRY: (~~a~~All applicants must who meet the minimum qualifications and one of the criteria below will be placed at the top of the union out of work list unless otherwise specified.)

- a. Transfers (Direct Entry): Individuals relocating from other state or ATELS approved roofing apprenticeship programs may receive direct entry into apprenticeship registration the Pierce County Roofers Apprenticeship.
- b. New Approved Training Agents (Direct Entry): When an union or open-shop employer is added as an Approved Training Agent for the Pierce County Roofers Apprenticeship Committee, their non-journey level employees shall receive direct entry into an apprenticeship as soon as they meet the minimum qualifications. These individuals shall be evaluated by the eCommittee and placed at the proper step of apprenticeship in a non-discriminatory manner.
- c. Experienced Apprentice (Direct Entry): Registered roofer apprentices terminated cancelled after their initial probationary period in good standing requesting entry or may request re-entry to this apprenticeship program in writing, within the first year of termination cancellation and will be placed at the bottom of the out-of-work list and allowed to continue their apprenticeship where they left off.

~~Apprentices terminated for cause must appear before the Apprenticeship Committee and provide documentation satisfactory to the JATC, that the conditions leading to their cancellation have been corrected. An Apprentice approved by the JATC to reenter the program will be evaluated by the Apprenticeship Committee and registered at the appropriate level based upon his/her knowledge, skills, and ability. Apprentices accepted will be placed at the bottom of the out-of-work list and allowed to continue their apprenticeship.~~

- d. (Direct Entry) Graduates of eCommittee-approved programs such as Job Corps, Helmet-to-Hardhats, Department of Corrections, GAF Roofing Academy, or other

apprenticeship preparation programs as approved by the JATC Committee may receive direct entry into the apprenticeship ~~registration~~ and may receive credit for prior learning.

- f. (Direct Entry) U.S. Military Veterans and those serving in the National Guard may be granted direct entry into the apprenticeship program.

Must provide photocopy of DD-214.

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

- g. (Direct Entry) The ~~eCommittee~~ reserves the right to make direct entry of applicants having previous experience, accredited training and/or currently working for a training agent for at least 6 months in an occupation other than roofer.
- ~~h. (Direct Entry) If there are no currently unemployed apprentices, or applicants, available that meet the employers non-discriminatory hiring qualifications, the employer may then select their own applicants for registration.~~
- h. (Direct Entry) If allowed by the current union collective bargaining agreement or apprenticeship open shop agreement, a training agent may refer an individual to the Apprenticeship Office for registration and then call out that specific apprentice for priority dispatch or hire.

B. Equal Employment Opportunity Plan:

1. Distribute information about the nature of apprenticeship programs, along with program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor. Such information shall be disseminated regularly ~~and upon request by interested parties. During the months of April, May, and June of each year, special emphasis and targeted focus on female participation shall be distributed to at least 5 organizations in the program's geographical area that can effectively reach women whom may have an interest in our program. to organization that serve underrepresented populations and provided upon request to interested parties.~~
2. At the ~~eCommittee's~~ discretion, participate in workshops conducted by employment service agencies, school districts, and community-based organizations to increase apprenticeship program awareness and apprenticeship opportunities, including opportunities for females and ~~minorities~~ other underrepresented populations.
3. ~~Cooperate with school districts~~ Advise apprenticeship preparation programs and/or local vocational education systems to develop programs for preparing in the development of curricula which prepare students to meet the standards and criteria required to qualify for entry into apprenticeship programs.
4. ~~During the months of April, May, and June of each year, communicate to all training agents and the local union within the program's jurisdictional area, the committee's equal opportunity policy and the need to encourage and recruit female applicants. This shall be~~

~~intended to be communicated in a manner to foster understanding, acceptance, and support among the committee's members, training agents, journey level workers, and apprentices, and to encourage actions necessary to meet the committee's affirmative action commitments~~

- ~~54. Take other appropriate action~~ The Committee shall take action as needed to ensure that decisions regarding recruitment, selection, or the employment and training of apprentices are job related and without illegal discrimination because of race, color, religion, national origin, age, ~~or sex, or membership in any protected class.~~
- ~~6. Select from lists of qualified applicants for apprenticeship, in other than order of ranking (piercing the list), so as to reach women (minority and non-minority) or minorities to meet goals and timetables.~~

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship shall be ~~a minimum of two (2) years schooling and not less than five thousand (5000) hours of reasonably continuous employment for the apprentice.~~

V. INITIAL PROBATIONARY PERIOD:

~~C.~~ All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding one thousand (1000) hours of employment of the term of apprenticeship ~~or not more than one year from the date of registration.~~

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

~~Section 1:~~

1. Except as provided for below in Section 2 section VI.E.2., employment of apprentices shall be on the basis of not more than one (1) apprentice for each (1) journey-level worker on the job site.

~~Section 2:~~

2. For all work performed on any/all projects involving tear off, removal, roof maintenance or roof repair work, for all work processes, the apprentice to journey-level ratio shall not be more than two (2) apprentices to one (1) journey-level worker. On jobsites with a crew of six (6) workers or less, fifty percent (50%) of the assigned apprentices must be at or above the third step per Section VII. This section shall not apply to a recover project that only involves removing membrane flashing or sheet metal flashing.*

(Variance approved with no expiration date at WSATC April 2016 council meeting)

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

C. Roofer

FROM: Pierce County Roofers Apprenticeship Committee

~~An apprentice's work experience hours, school attendance records, test scores, instructor evaluations and employer evaluations/recommendations will be evaluated by the Apprenticeship Committee prior to advancement to the next wage progression.~~

~~Wage increase shall be based on monthly work progress reports and class attendance and satisfactory test scores, instructor and employer evaluations.~~

- ~~1. To receive credit for hours worked, the apprentice must submit a progress record of work experience performed each month. The progress record must be submitted to either the Joint Apprenticeship Office on or before the 15th of the following month. Failure to submit monthly progress records when due will result in the apprentice not receiving hourly credit towards upgrading for said month or months.~~
- ~~2. For every unexcused absence from class, a requirement of one hundred (100) additional hours of on-the-job training is required prior to upgrading.~~

VIII. WORK PROCESSES:

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

At the Committee's discretion, additional apprentice hours worked in Work Process 2 (Builtup/Modified) may substitute for hours required in Work Process 4 (Single Ply), and vice versa, for a total of 3100 hours in one or both roofing systems.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

Supervised field trips

Sponsor approved training seminars (specify)
Vendor and manufacturer training as approved by the eCommittee.

Sponsor approved online or distance learning courses (specify)
NRCA "TRAC" program or other roofing and/or construction industry specific online modules

State Community/Technical college
Clover Park Technical College

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Sponsor-provided remote/onsite training**

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

Year 1 – 170 hrs

Year 2 – 160 hrs

Year 3 – 160 hrs

Total – 490 hrs

C. Additional Information:

Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices customarily associated with the roofing trade.

~~Normally there are one or two field trips scheduled per year.~~

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

3. Sponsor Procedures:

a. Work Progress Reports:OJT Hours and Step Increases

~~1) Apprentices must turn in monthly work progress reports, which are due by the 15th of the following month to the Joint Apprenticeship office. The above report shall contain the apprentice's name, classification, employer, wage rate, month and year of report, as well as work performed.~~

1) To receive credit for hours worked, the apprentice must submit a progress record of work experience performed each month. The progress record must be submitted to the Joint Apprenticeship Office on or before the 5th of the following month in order to receive a timely step increase. Progress reports submitted between the 6th and the 15th of the following month may be deferred to the following month to allow adequate time for evaluating and processing before the next Committee meeting. Progress reports submitted after the 15th of the following month will not be considered as hours worked toward the next step increase.

2) An apprentice's step increase from 55%-60% and 60%-70% shall be automatically processed once the apprentice reaches the required hour threshold. Step increases from 70%-80%, 80%-90%, and 90% to Journey level shall be reviewed and approved by the Committee and shall take into consideration monthly work process reports, class attendance, satisfactory test scores, and employer/instructor evaluations. If an apprentice is deemed to need additional time on a step, the Committee may hold the advancement and re-evaluate the apprentice's progress after 250 work hours or 90 calendar days, whichever comes first.

b. Class Attendance:

- 1) ~~The excuses-reasons~~ **for missing class that the Committee recognizes are:**
 - i. **a doctor's excuse on doctor's stationery**
 - ii. **an employer stating that the apprentice was working on a project out of town having a distance of more than two hundred fifty miles (250) seventy-five (75) miles from the Clover Park Campus Training center;**
 - iii. **mandatory court appearance, with a signed note from a court official stating that you were in attendance on the required date and time or your scheduled appearance that the apprentice was at court**
 - iv. **Birth, being either the mother, father, or of an birth of a child to the apprentice or their immediate family member**
 - v. ~~Death of either a family member or a person that they may have been associated with personally or through business.~~
 - vi. **Other reasons deemed valid by the eCommittee**
- 2) ~~All excuses~~ **Documented reasons for missing class** must be received by the Joint Apprenticeship Office on or before thirty (30) days from the date of absence from class or the excuse will not be recognized by the Committee.
- 3) **For every unexcused absence from class, a requirement of one hundred (100) additional hours of on-the-job training is required prior to the next step increase. In addition the apprentice will be required to make up that day of instruction.**
- 4) **Within 30 calendar days of their first dispatch or referral, an apprentice must attend a scheduled safety class.**
- 35) ~~Employers will schedule time off for apprentices to attend their required RSI class, when setting crews up for the next week's work, which is Class dates and times are set by the Pierce County Roofers Apprenticeship JATC Committee. In the manner in which the employer would normally set crews up for work for the next week's work. With and provided to employers with at least 2 weeks written notice of dates from the JATC.~~

c. Suspended Status:

- 1) **An apprentice is required to notify the Apprenticeship Office as soon as reasonably possible if they are injured, temporarily out of the area, or otherwise unable to work. This may result in the apprentice's being placed on temporary suspended status.**
- 2) **The program Sponsor shall review apprentices in suspended status at least every 6 months from the suspension date to determine if the suspension is still appropriate.**

d. Drug Free Policy:

1) All apprentices shall be subject to the terms and requirements of the Drug Policy in effect with the current Collective Bargaining Agreement between the Approved Training Agent and Roofers Union Local 153 or the Open Shop Agreement.

de. Conditions of eEmployment:

1) As a condition of employment, employers may have specific employment requirements that preclude an apprentice from being employed (i.e. background check, physical testing, E-Verify, drug testing, possession of a valid Washington State driver license, etc.). Apprentices who cannot ~~pass~~ meet the employers employer's specific employment requirements, will be sent back to the JATC Committee and placed back on the union out of work list at their same position or their appropriate position. The JATC Committee and the apprentice will be informed of the reason for the applicant not qualifying for employment.

ef. Open Shop Training Agents:

1) Open Shop Training aAgents shall sign and adhere to the Pierce County Roofers "Open Shop Agreement" prior to hiring/employing Pierce County Roofing Registered Apprentices.

B. Disciplinary Procedures

3. Sponsor Disciplinary Procedures:

a. ~~Work Progress Report~~ OJT Hours and Step Increases:

- 1) Failure to ~~turn in~~ submit monthly progress reports ~~records~~ when due ~~will~~ may result in the apprentice not receiving hourly credit toward the next step increase for said month or months.
- 2) Failure to turn in three (3) monthly progress reports will result in the apprentice being cited to appear before the Committee ~~to show cause why the apprentice should not be dropped from the apprenticeship program for noncompliance of the Apprenticeship Standards. If you are dropped from the program, it is committee policy that you will have to wait six (6) months before being able to make application again to the apprenticeship program~~ and may result in cancellation of the Apprenticeship Agreement.
- 3) ~~Failure to notify the Apprenticeship office if you are temporarily out of the trade or out of the area will result in cancellation.~~

b. Class Attendance:

- 1) ~~For every unexcused absence from class, a requirement of one hundred (100) additional hours of on-the-job training is required prior to upgrading.~~

~~21) Three (3) unexcused absences and from RSI will result in the apprentice will be being cited to appear before the Committee to show cause why the apprentice should not be dropped from the apprenticeship program for noncompliance of the Apprenticeship Standards. If you are dropped from the program, it is committee policy that you will have to wait six (6) months before being able to make application again to the apprenticeship program and may results in cancellation of the apprenticeship agreement.~~

2) Failure to attend the required safety class within 30 days of dispatch without a Committee-approved reason will result in a disciplinary suspension of the Apprenticeship Agreement and a citation to appear before the Committee at the next scheduled meeting. Failure to attend the Committee meeting may result in immediate cancellation of the Apprenticeship Agreement.

c. Suspended Status:

1) Failure to notify the Apprenticeship Office within 90 calendar days if they are out of the area or otherwise unable to work will result in the apprentice being cited to appear before the Committee and may result in cancellation of the Apprenticeship Agreement.

ed. Drug Free Policy:

~~1) All apprentices shall be subject to the terms and requirements of the Drug Policy in effect with the current Collective Bargaining Agreement between the Approved Training Agents and Roofers Union Local 153.~~

21) The results of a positive drug test of an apprentice, based upon the guidelines of the Roofers Union Local 153 Drug Policy and the Open Shop Agreement, may will result in an immediate disciplinary suspension of the Apprenticeship Agreement.

32) An apprentice's refusal to participate in the Roofers Union Local 153 Drug Policy or Open Shop Agreement Drug Policy will be grounds for immediate cancellation of the Apprenticeship Agreement.

43) The unsuccessful completion by an apprentice of An apprentice's failure to successfully complete the recommendations set forth on behalf of in the Roofers Union Local 153 Drug Policy or Open Shop Agreement Drug Policy will result in termination-cancellation of the Apprenticeship Agreement.

e. If an apprentice is cancelled from the program, they must wait six (6) months before re-applying to the apprenticeship program.