

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



## REQUEST FOR REVISION OF STANDARDS

Received 11/30/2020

By S. Patterson

L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

From: **ABM Onsite Services Clark County Custodial Apprenticeship Committee #1972**

(NAME OF PROGRAM STANDARDS)

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

Additions shall be underlined.

Deletions shall be ~~struck through~~.

See attached.

Authorized signatures

(chr.)

(sec.)

Approved by:

Washington State Apprenticeship & Training Council

Secretary of WSATC:

date:

11/30/2020

date:

attach additional sheets if necessary

# ABM Onsite Services Clark County Custodial Apprenticeship Committee #1972

*Teri Gardner 12-16-2020*

## **ABM ONSITE SERVICES CLARK COUNTY CUSTODIAL APPRENTICESHIP COMMITTEE**

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

### **II. MINIMUM QUALIFICATIONS:**

Age: **Minimum of 18 years and must provide a valid state government issued identification card or drivers' license with the application for verification.**

Other: **Applicant must have reliable transportation.**

**Applicant must be able to pass a criminal background check which will be paid for by ABM Onsite Services.**

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

#### **A. Selection Procedures:**

1. **Applicants will be selected from a pool of current employees.**
2. **ABM Onsite Services shall do an internal posting at the main office located at 11719 NE 95th Street, Suite H, Vancouver, WA 98682 for any open positions as they occur in the apprentice classification. If no one internally applies, the company has the right to post open positions externally.**
3. **ABM Onsite Services shall select the apprentices from those employees who answer the posting and meet the minimum qualifications as outlined in these Standards.**
4. **Qualifying applicants will be reviewed and scored according to the following point system. Work experience must be documented on the Application for Apprenticeship and include a working contact number for verification in addition to accurate dates of employment. Applicants will be selected for apprenticeship openings based on their score. Applicant scores will be used to evaluate and determine advanced standing.**

#### **B. Equal Employment Opportunity Plan:**

1. **ABM is an equal opportunity employer and will include the statement "EEO/AA/M/F/D/V" (Equal Employment Opportunity/Affirmative Action/Minority/Female/Disability/Veterans) (Minority / Female / Veteran / Disability / Gender Identity / Sexual Orientation) and is committed to working with and providing reasonable accommodation to individuals with disabilities. ABM will include the above**

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Equal Employment Opportunity (EEO) statement on all advertisements recruiting employees, on employment applications and on the ABM company website.

2. Employment opportunities will be posted internally to www.ABM.com and externally to ~~Monster, Craig's List and Worksource~~ JobAlign, Indeed, ZipRecruiter, Craigslist, Google Jobs, Monster, and many more.
3. ABM is committed to outreach and positive recruitment to increase the participation of minorities and women in its apprenticeship program. ABM works with community action groups such as the Vancouver Housing Authority, Steps to Success, Hispanic Chamber of Commerce, NAACP of Vancouver and the Urban League of PDX ~~and the Immigrant & Refugee Community Organization~~ to actively recruit and refer women and minorities. Minority and female employees are encouraged to refer friends and other persons to ABM for employment.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

A.

- ☐ Supervised field trips
- ☒ Sponsor approved training seminars (specify)  
Provided by ABM ~~Onsite Services~~ as outlined in the RSI Plan.
- ☒ Sponsor approved online or distance learning courses (specify)  
Provided by Skillsoft via Percipio as outlined in the RSI Plan.
- ☒ State Community/Technical college:  
Provided by Clark ~~Community~~ College as outlined in the RSI Plan.
- ☐ Private Technical/Vocational college
- ☐ Sponsor Provided (lab/classroom)
- ☐ Other (specify):

C. Additional Information:

NoneX. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:A. General Procedures

2. Apprentices are required to submit On-The-Job (OJT) training hours tracking forms to the Apprenticeship Training Coordinator (ATC) on the 15<sup>th</sup> and the last day of each month. Apprentices are required to maintain a record of their RSI hours on the RSI/Bonus Requirements Tracking Sheet ~~and must submit a copy to the Apprenticeship~~

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Training Coordinator on the last day of each month for periodic review and verification with ATC records. All submissions are to be delivered to the main office by: in-person, electronic (text/email) ~~mail~~, fax, or inner-school mail (PONY).

3. Apprentices are required to attend and complete all scheduled trainings, college classes and Skillsoft Percipio courses. If an apprentice is unable to report to a scheduled training or class, the apprentice must call the Apprenticeship Training Coordinator at least two (2) hours before the time that the class is scheduled. If the apprentice calls less than two (2) hours before the class is scheduled to begin and does not arrive in time to begin class, the apprentice will be considered tardy for that class.
4. If an apprentice violates either of the above 2 rules in any 3-month period they will be subject to ~~the following:~~ disciplinary action.
  - a) ~~2 times: The apprentice will be called to meet with the Apprenticeship Training Coordinator to review OJT/RSI expectations. The Apprenticeship Training Coordinator will create an apprentice completion plan in writing which will be monitored on a monthly basis.~~
  - b) ~~3 times: The apprentice will be called to meet with the Apprenticeship Training Coordinator to receive a pre-disciplinary written warning of non-compliance on behalf of the committee that has no monetary consequences.~~
  - e) ~~4 times: The apprentice will appear before the Committee for potential disciplinary action of a 3-day suspension from the program where the apprentice will not be allowed to work.~~
  - d) ~~5 times: The apprentice will appear before the Committee for potential disciplinary action up to and including cancellation of the Apprenticeship Agreement.~~
8. Failure to maintain employment as an apprentice with the ABM will result in cancellation of the apprenticeship agreement.

## B. Disciplinary Procedures

### 3. Sponsor Disciplinary Procedures:

**None**

- a. If an apprentice violates either rule 2 or 3, listed above under General Procedures in this section, in any 3-month period they will be subject to the following:

1) 2 times: The apprentice will be called to meet with the Apprenticeship Training Coordinator to review OJT/RSI expectations. The Apprenticeship Training Coordinator will create an apprentice completion plan in writing which will be monitored on a monthly basis.

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2) 3 times: The apprentice will be called to meet with the Apprenticeship Training Coordinator to receive a pre-disciplinary written warning of non-compliance on behalf of the committee that has no monetary consequences.

3) 4 times: The apprentice will appear before the Committee for potential disciplinary action of a 3-day suspension from the program where the apprentice will not be allowed to work.

4) 5 times: The apprentice will appear before the Committee for potential disciplinary action up to and including cancellation of the Apprenticeship Agreement.

## XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

E. Committee governance (if applicable): (see WAC 296-05-009)

c. The employer representatives shall be:

**Robert Ray Art Salinas**  
ABM Industry Groups, LLC  
11719 NE 95<sup>th</sup> St., Suite H  
Vancouver, WA 98682

d. The employee representatives shall be:

**Maxine Batchelder Jacob Faatz, Secretary**  
SEIU Local 49  
3536 SE 26th Ave  
Portland, OR 97202-2901