

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



REQUEST FOR REVISION OF STANDARDS



TO: Washington State Apprenticeship & Training Council

From: OHOP Mutual Light Company Apprenticeship Committee # 625
(NAME OF PROGRAM STANDARDS)

Teri Gardner 3-3-2021

Teri Gardner 3-1-2021

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.)

Approved by:
Washington State Apprenticeship & Training Council

Secretary of WSATC:

(sec.)  JOET HANSEN

date: 03/01/2021

date:

attach additional sheets if necessary

OHOP Mutual Light Company Apprenticeship Committee # 625

RECEIVED
By Evan Hamilton at 2:22 pm, Mar 03, 2021
EH3/1/21

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

TREE TRIMMER

37-3013.00

4000 HOURS

(Please remove all reference to the "Tree Trimmer" Occupation)

Teri Gardner 3-1-2021
Teri Gardner 3-3-2021

Sponsor Introductory Statement (Required):

It is the goal through the application of these standards of Ohop Mutual Light Company to recruit and train for industry a workforce that can learn a skilled trade through a combination of on-the-job training and post-secondary education that will offer a valued long-term benefit for the worker and employer qualified journey-level workers. Apprentices assist in the attainment of this goal by having pride in their job, pride in their schooling, and pride in their industry.

I. GEOGRAPHIC AREA COVERED:

The area covered by these Standards shall be all of the service areas of the company in Pierce County, State of Washington with operating headquarters in Eatonville, Washington.

~~These standards shall also cover any areas where Ohop Mutual Light Company has joined with other registered apprenticeship programs under the terms and conditions of a reciprocal agreement.~~

II. MINIMUM QUALIFICATIONS:

Education: ~~Tree Trimmer Occupation: High school, vocational school graduate, or GED equivalence.~~

~~Line Electrician Occupation: High school graduate, or have a GED and show evidence of successful completion of either one full credit of high school algebra with a passing grade of "C" or better, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade of "C" or better. Provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable~~

Applicant must have a High School Diploma or High school equivalence certificate, with at least one year of HS Algebra, or equivalent, completed with a passing grade of "C" or better.

Physical: ~~Tree Trimmer Occupation: Applicants must be physically and mentally capable of performing the work with due regard to working aloft in trees or aerial lifts, agility, strength and endurance.~~

~~Line Electrician Occupation: Be physically and mentally able to perform the work of the trade.~~

Physically and mentally able to safely perform the essential functions of the job either with or without reasonable accommodations.

Other: ~~1. _____ Must complete an application form, accurately responding to all questions and items including statements indicating that they are:~~

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- ~~a. Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.~~
 - ~~b. Able to get to and from work at job sites anywhere within the geographic and/or reciprocal agreement area that this apprenticeship covers.~~
 - ~~c. Able and willing to attend all related classroom training as required to complete their apprenticeship.~~
 - ~~d. Able to read, hear and understand instructions and warnings in English.~~
 - ~~e. Line Electrician Occupation: Able to climb and work from ladders, scaffolds, poles and towers of various heights. Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.~~
 - ~~f. Tree Trimmer Occupation: Able to climb and work from trees of various heights.~~
- ~~2. Submit a DD-214 to verify military training if they are a veteran and wish to receive consideration for such training/experience.~~

IV. TERM OF APPRENTICESHIP:

A. Line Electrician:

The term of apprenticeship shall not be less than three and one-half (3-1/2) years or 7000 hours ~~or~~ of reasonably continuous employment.

~~B. Tree Trimmer:~~

~~The term of apprenticeship shall not be less than two (2) years or 4000 hours or reasonably continuous employment.~~

V. INITIAL PROBATIONARY PERIOD:

B.

~~2. Tree Trimmer:~~

~~All apprentices employed in accordance with these Standards shall be subject to a probationary period of the first 800 hours of employment.~~

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

E.

~~2. Tree Trimmer~~

~~In order to assure adequate supervision of all apprentices, the following ratio will be observed: maximum of one (1) apprentice to one (1) journey-level worker per job site.~~

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

C.

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2. Tree Trimmer

Step	Number of hours/months	Percentage of journey level rate
1	0000 – 1000 hours	75%
2	1001 – 2000 hours	80%
3	2001 – 3000 hours	85%
4	3001 – 4000 hours	90%

VIII. WORK PROCESSES:

A. LINE ELECTRICIAN:

Approximate Hours

- 3. Substations..... ~~850~~ 350
 Assembly and erection of steel and wood and the installation and connection of busses, grounds, switches, circuit breakers, transformers, regulators, and other substation equipment.
- 4. Underground ~~1650~~ 1700
 Material handling, installing, secondary and primary cable, setting UG transformers, terminations and splices, installing conduit on poles.
- 5. Cold Distribution ~~1900~~ 2750
 Setting poles, framing structures, tree trimming, street lights, replacing transformers, guying structures, stringing conductors both primary and secondary
- 6. Live Line Maintenance ~~1500~~ 1000
 Rubber glove work on energized primary circuits under 5,000 volts. Hot Stick work on distribution and sub-transmission voltage.
- 7. Tree Trimming..... 100
Rigging, aerial and ground operation of chainsaws, maintenance of chainsaws and other tree trimming equipment. (Rigging On the job training will not culminate in a rigging certification)

B. TREE TRIMMER:

Approximate Hours

- 1. Climbing.....~~750~~
 (power and hand tools, pruning and trimming, crown reduction, tree removal and rigging)
- 2. Bucket Work.....~~2000~~
 (power and hand tools, pruning and trimming, crown reduction, tree removal and rigging)
- 3. Ground Work~~1250~~
 (equipment operation and maintenance, hand tools and rigging, traffic control, bucket and falling)

TOTAL HOURS: _____ 4000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

A.

(X) Sponsor approved training seminars (specify)

C.

1. — Apprentice Line Electrician:

~~(a) — Each apprentice shall be required to complete three years of sponsor required related supplemental instructions (RSI) (Saturday School & Camp Rilea). This related classroom training will be separate from the on-the-job training requirements.~~

~~(b) — Any apprentice who finishes his or her related training requirements before his or her required work experience shall be held in 7th period automatically until completion of such.~~

2. — Apprentice Tree Trimmer:

~~(a) — Each apprentice shall be required to complete two years of sponsor required related supplemental instructions (RSI) (Saturday School). This related classroom training will be separate from the on-the-job training requirements.~~

~~(b) — Any apprentice who finishes his or her related training requirements before his or her required work experience shall be held in 4th period automatically until completion of such.~~

3. — Line Electrician/Tree Trimmer Apprentice:

~~(a) — If unable to complete work experience within six months of school completion, he or she may be required to return to school for one semester for general review.~~

~~(b) — Any apprentice finishing his or her related training requirements in the middle of a semester shall continue for the remainder of the semester for added work on subjects the Committee may feel helpful to the apprentice's completion.~~

~~(c) — Journey Level status may only be attained after an apprentice has tested and passed all prescribed final exams from their respective IBEW local. Final exams must be completed within six (6) months of completing all RSI/OJT hours.~~

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

(Please renumber Section to the standard number/letter/letter format)

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A.3. Sponsor Procedures:

a. Initial Probationary Period:

- ~~(1) During the initial probationary period, Ohop Mutual Light Company shall be responsible to see that the apprentice is adequately instructed in climbing and that the apprentice's aptitude and ability in this important area are demonstrated prior to the apprentice being advanced from initial probationary status.~~
- ~~(2) During the initial probationary period, Ohop Mutual Light Company shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the initial probationary period.~~
- ~~(3) During the initial probationary period the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations. Furthermore, the Registration Agency shall be notified of any extension of the initial probationary period (documenting action taken to address the issue(s) involved in lieu of terminating the apprenticeship agreement.~~
- ~~(4) Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the initial probationary period. Adjustments to the assigned period of apprenticeship and/or level of related classroom training may be made during the initial probationary period following appropriate reviews and re-evaluation by Ohop Mutual Light Company. Such reviews and determinations shall be properly documented and applied equally to all apprentices.~~
- ~~(5) Prior to the end of the initial probationary period, action must be taken on each initial probationary apprentice to end the initial probation, cancel the apprenticeship agreement or place the apprentice on disciplinary probation. All interested parties shall be notified of such action.~~

b. Advancement Policy:

- ~~(1) All apprentices will be considered for promotion.~~
- ~~(2) Advancements will be made on the basis of education, quarterly reports from supervisors, foremen, journey persons working with the apprentices, and time in step.~~
- ~~(3) The Committee will review work records and class attendance on at least a quarterly basis. The Committee may advance, hold, suspend, or cancel apprentice agreements as performance indicates.~~
- ~~(4) Advancements are not automatic. Requirements must be met as listed:
 - ~~(a) Meet the OJT hours required~~
 - ~~(b) Meet the school hours required~~
 - ~~(c) Have satisfactory employer records~~~~

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- ~~(d) — Have all monthly progress reports submitted~~
- ~~(e) — Have satisfactory test results from classroom instruction~~
- ~~(f) — All apprentices must obtain a Class A CDL within the first six (6) months after start work date~~

- ~~(5) — The Committee may impose a disciplinary probation, a time assessed when the apprentice's progress is not satisfactory, following the periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action as determined by the committee following performance and personnel procedures.~~
- ~~(6) — Additional hours may be required due to being held by Committee action or additional time needed for completion of all requirements.~~
- ~~(7) — All apprentices must be certified by the Apprenticeship Committee to have completed the apprenticeship program.~~
- ~~(8) — The Secretary will maintain records of this apprenticeship program. All school records (test grades, time in step, attendance in school, completion dates of course and seniority) will be registered on a document with the apprentice's name and step. The Secretary will compile this data and present the information to the Apprenticeship Committee at all meetings called to consider advancement.~~
- ~~(9) — It will be the duty of the Secretary to collect the monthly on-the-job training reports for each apprentice. All apprentices are to be rated by the Apprenticeship Committee and will be rated in the step to which they are assigned. It shall be the duty of the apprentices to initiate progress reports and submit these to their foreman on a regular basis.~~

~~e. — Job Requirements:~~

- ~~(1) — Apprentices will be required to adhere to the Ohop Mutual Light Company Random Drug and Alcohol Testing Policy; and must at all times have a valid Washington State Driver's License, including Class A CDL endorsement (after the initial probationary period).~~
- ~~(2) — Apprentices will be required to conform to all Washington State Safety Rules and company safety rules~~
- ~~(3) — Apprentices will be required to attend a basic first-aid course recognized by the Division of Industrial Safety and Health, Department of Labor and Industries, before completing their training.~~
- ~~(4) — Apprentices will be taught the procedure for pole top rescue and vault rescue procedures.~~
- ~~(5) — Apprentices required to drive Ohop Mutual Light Company vehicles must have a valid Washington State Driver's license with a Class A CDL endorsement; additional license class and endorsements may be required.~~

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- ~~(6) All apprentice work shall be performed under the supervision of a journey-level worker, acting on behalf of Ohop Mutual Light Company.~~
- ~~(7) Ohop Mutual Light Company expects the apprentices to respect work assignments and to follow safety rules and policies of the company.~~
- ~~(8) Apparel ornaments, or jewelry that could be cause for a hazardous working condition shall not be worn during working hours. Apprentices will dress for work and school in an appropriate and professional manner.~~
- ~~(9) Apprentices must complete a progress report on a monthly basis and must be signed by the apprentice, the journey level worker responsible for the apprentice's training, and the operations supervisor. Reports must be submitted no later than the 10th day of the month following the month for which the report is due.~~

~~— Late reports will NOT receive credit for hours worked.~~

- ~~(10) An apprentice refusing transfer or assignment will be subject to cancellation from the program.~~
- ~~(11) Apprentices have the right, as do all employees, to refuse to perform work they deem to be unsafe. Refusing to perform a job task, which the apprentice believes in good faith to be unsafe, shall not be grounds for termination of an apprentice's apprenticeship agreement. If an apprentice determines a job task to be unsafe, the apprentice shall not perform the job task and report his or her concerns to the job foreman. The chain of command for reporting unsafe work practices, or work related problems, is as follows:~~

- ~~(a) Job Foreman/Lead Journey Level worker~~
- ~~(b) Operations Supervisor~~
- ~~(c) Company Manager~~
- ~~(d) Safety Director or Representative~~
- ~~(e) Shop Steward~~
- ~~(f) Union Business Representative~~
- ~~(g) State Department of Labor and Industries, Safety Division~~

~~This chain of command procedure in no way shall interfere with an employee's (apprentice's) legal rights to contact or communicate safety concerns to their union or the appropriate state agencies.~~

~~d. Schooling:~~

- ~~(1) Applicants accepted as apprentices will be required to attend all school and training necessary to complete the Apprenticeship Training Program and be certified by the Apprenticeship Committee.~~
- ~~(2) Scores: All apprentices are required to be punctual at work and school, and complete the yearly course curriculum with a minimum average of 80%.~~

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- ~~(a) — First year apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum, and demonstrate the ability to work safely aloft on wood poles and towers. Failure to complete this requirement will result in the apprentice's termination.~~
- ~~(b) — Second and Third year apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum and demonstrate the ability to work with hot sticks from wood poles and steel structures. Failure to complete this requirement will result in committee action including repeating the required Camp Rilea course curriculum or termination.~~
- ~~(3) — Attendance: apprentices are expected to attend every session of school. Excused absences must be documented and may include job related work verified by your employer or employer representative and illness verified by a doctor. Documentation must be presented to the instructor.~~
- ~~(4) — Non-excused class absences are not tolerated. For the 1st non-excused absence, the apprentice shall be subject to a 30-day hold on advancement. For the second non-excused absence, the apprentice will receive an additional 30-day hold on advancement, and be scheduled to appear before the Committee. Non-excused absences in excess of the accepted educational institute's standards may be cause for disciplinary action up to and including cancellation of the apprenticeship agreement.~~
- ~~(5) — Class work missed, due to any type of absence, shall be completed by the apprentice as directed by the instructor.~~

e. Administrative Procedures:

- ~~(1) — All apprentices who voluntarily resign shall be required to do so in writing. The Apprenticeship Committee shall authorize the chairman to notify the personnel office immediately, in order to make appropriate wage adjustments and notification to the Washington State Apprenticeship and Training Council.~~
- ~~(2) — All apprentices shall be aware that termination of employment with Ohop Mutual Light Company will result in automatic termination from the apprenticeship program.~~
- ~~(3) — Ohop expects line foremen and journey level workers to train the apprentice line electrician in the proper and most productive work methods.~~
- ~~(4) — As a condition of acceptance, apprentices must obtain a Class A Commercial Driver's License (CDL) within 6 months of signing their apprenticeship registration agreement. Failure to maintain a Class A CDL for the duration of the apprenticeship will result in disciplinary action up to and including termination.~~
- ~~(5) — Cancellation of an apprenticeship can occur without a defined reason during an apprentice's initial probationary period. Cancellation by the Committee after an apprentice's initial probationary period must be for cause with a reasonable~~

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~~opportunity for correction allowed when circumstances warrant it. Apprenticeship Agreements can be canceled for such causes as:~~

- ~~(a) — Violation of these standards, or refusal to sign required paperwork~~
- ~~(b) — Not accepting a job dispatch or transfer~~
- ~~(c) — Lateness or absenteeism from apprenticeship school~~
- ~~(d) — Failure to maintain the desired level in school~~
- ~~(e) — Not showing up or being late for work~~
- ~~(f) — A total of 3 or more consecutive un-satisfactory job performance evaluations from employers.~~
- ~~(g) — Irresponsible act, falsification, cheating, or severe attitude problems~~
- ~~(h) — Repeated or continuous job and/or school problems (disruption of class)~~
- ~~(i) — Using alcohol or controlled substances on school property or job site~~

~~f. — Other:~~

- ~~(1) — Candidates with previous knowledge and skill acquisition in the electrical line construction trade must request an evaluation of work and job experience during the initial probationary period. Where such experiences warrants, the committee will place the apprentice in the appropriate period with commensurate wages as determined by the committee after completion of the initial probationary period.~~
- ~~(2) — Advance standing is subject to review throughout the initial probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction.~~

~~— Local Apprenticeship Committee Policies~~

~~a. — Dishonest Behavior~~

- ~~(1) — Ohop Mutual Light Company has a zero tolerance policy on cheating and dishonesty. Cheating is defined as any action wherein a person defrauds, deceives, or violates regulations unfairly. This includes but is not limited to:
 - ~~(a) — Writing formulas, codes, and key words on your person or objects for use in a test.~~
 - ~~(b) — Take someone else's assignment and submit it as your own~~
 - ~~(c) — Obtaining privileged test information before the testing situation.~~
 - ~~(d) — Submitting fraudulent progress reports~~~~
- ~~(2) — Any apprentice that is caught or suspected of cheating will be called before the committee and face disciplinary action up to and including termination from the apprenticeship.~~
- ~~(3) — Any apprentice terminated for cause will not be allowed to reapply for a period of one (1) year from the date of termination.~~

~~b. — An apprentice who has a dispute with the Committee must proceed as follows:~~

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~~(1) Reduce the grievance/concern to writing and submit it to the apprenticeship office no later than ten (10) calendar days before the next scheduled committee meeting date for placement on the agenda.~~

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~~(2) Attend the meeting and attempt a resolution of the dispute.~~

~~(3) The outcome will be communicated in writing to the apprentice and/or employer, and the Washington Department of Labor and Industries, Apprenticeship Division within (10) calendar days.~~

a. Initial Probationary Period:

1. During the initial probationary period, the Ohop Mutual Light Company Apprenticeship Committee will review the Apprentice twice: once at the 3 months (500 hours) and the second at 6 months (1,000 hours). After the 6-month review, the Committee will vote to take action on the apprentice.

A. The 6 month action will be: (one of the following):

a. Complete the Apprentices probationary period

b. Cancel the Apprentice Agreement.

B. The Apprentice shall be notified of the Committee's action to complete or cancel within the time outlined in the Standards of Apprenticeship.

2. All Apprentices shall obtain a Class A CDL within the first twelve (12) months of the Apprenticeship.

b. Apprentice Advancement:

1. All Apprentices shall be considered for advancements on an equal basis.

2. Advancement will made on the basis of:

i. Quarterly reports from Supervisors, Foreman and Journey persons working with the Apprentice

ii. Hours in the Occupation

iii. Timely and satisfactory completion of RSI.

iv. Timely submission of completed monthly hour's reports; by the 5th of the following month.

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3. All Apprentices are required to be punctual at work and school, and complete the yearly course curriculum with a minimum average of 80%. Failure to do so may result in disciplinary procedures up to and including cancellation.
4. First year Apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum, and demonstrate the ability to work safely aloft on wood poles and towers as well as pass all first year benchmarks as required by Camp Rilea. Failure to do so may result in disciplinary procedures up to and including cancellation.
5. Second and Third year Apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum and demonstrate the ability to work with hot sticks from wood poles and steel structures. Failure to do so may result in disciplinary procedures up to and including cancellation.
6. Apprentices are expected to attend every session of RSI. Excused absences must be documented and may include job related work verified by your employer or employer representative. Illness must be verified by a doctor. Documentation must be presented to the instructor.
 - i. Class work missed, due to any type of absence, shall be completed by the apprentice as directed by the instructor.
7. Non-excused class absences are not tolerated. Non-excused absences may result in disciplinary procedures up to and including cancellation. (See Non-Excused Absences policy in Sponsor Disciplinary Procedures section of these Standards)
8. Advancements in Steps is not automatic.

c. Advanced Standing OR Credit for Previous Experience:

1. The Ohop Mutual Light Company Apprenticeship Committee does not offer advanced standing at the time of Apprentice registration.
2. Candidates with previous knowledge and skill acquisition in the electrical line construction trade must request, in writing to the Committee, a request of evaluation of work and job experience during the initial probationary period.

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- i. Supporting documentation of previous skill/knowledge shall be provided along with the written request for credit. Documentation of previous skill/knowledge may consist of, but is not limited to, pay stubs, transcripts, licenses, certificates.
- ii. Supporting documentation must be dated within 5 years of the Apprentice Registration date.

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3. Advance standing is subject to review throughout the initial probationary period. During this time, OJT and RSI will be evaluated to determine if any readjustment concerning OJT or RSI is warranted.
4. Where such experiences warrant, the committee will place the Apprentice in the appropriate step with appropriate wages as determined by the Committee after completion of the initial probationary period.

d. Administrative/Committee Procedures:

1. The Ohop Mutual Light Company Apprenticeship Committee shall meet a minimum of three times per calendar year.
2. The Secretary of the Committee will gather all materials and present them to the Committee during the meeting.
3. The Committee may hold Emergency meetings above and beyond the required 3 minimum meetings only if attended by defined quorum.
4. Any meeting that includes the discussion of Apprentices and is attended by a quorum of the members listed on these Standards is considered an Apprenticeship Committee meeting and meeting minutes shall be recorded and submitted timely to the Department.

e. Other:

1. Apprentices have the right, as do all employees, to refuse to perform work they deem to be unsafe. Refusing to perform a job task, which the apprentice believes in good faith to be unsafe, shall not be grounds for cancellation of an apprentice's apprenticeship agreement. If an apprentice determines a job task to be unsafe, the apprentice shall not perform the job task and report his or her concerns to the job foreman. The chain of command for reporting unsafe work practices, or work related problems, is as follows:*
 - a. Job Foreman/Lead Journey Level worker
 - b. Company Manager
 - c. Safety Director or Representative
 - d. Shop Steward
 - e. Union Business Representative
 - f. State Department of Labor and Industries, Safety Division

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*This chain of command procedure in no way shall interfere with an employee's (Apprentice's) legal rights to contact or communicate safety concerns to their union or the appropriate state agencies.

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2. All apprentices who voluntarily resign shall be required to do so in writing. The Apprenticeship Committee shall authorize the chairman to notify the personnel office immediately, in order to make appropriate wage adjustments and notification to the Washington State Apprenticeship and Training Council

B. 3. Sponsor Disciplinary Procedures:

- a. The Ohop Mutual Light Company Apprenticeship Committee may hold, suspend, or cancel an Apprentice that is behind on OJT or RSI requirements.
- b. Failure to obtain a CDL within the first (12) months of the apprenticeship will result in disciplinary action, including but not limited to, cancelation from the program.
- c. The Committee may add additional hours of OJT and RSI based on the reports from supervisors, Foreman, Journey person working with the apprentice.
- d. Failure to adhere to the Ohop Mutual Light Company Random Drug and Alcohol Testing Policy may result in cancellation from the program.
- e. Failure to maintain a valid Washington State driver license, including a Class A CDL endorsement may result in cancellation from the program.
- f. Failure to maintain a first aid card may result in being held back from step increase.
- g. Failure to report RSI/OJT/Progress reports timely can result in disciplinary action, including but not limited to, not receiving credit for hours worked, suspension from program, held back from step increase or cancellation.
 1. RSI/OJT hours are due by the 5th of the following month.
 2. Quarterly Progress Reports are due by the 5th of the following quarter. (Example: Q1 is January through March. The Quarterly Progress Report for Q1 is due by April 5th.)
- h. An apprentice refusing transfer or an assignment will be subject to cancellation from the program.
- i. Camp Rilea:
 1. First year Apprentice's failure to receive a passing grade of 80% on the Camp Rilea course curriculum, and demonstrate the ability to work safely aloft on wood poles and towers may result in cancelation from the program.
 2. Second and Third year apprentices failure to receive a passing grade of 80% on the Camp Rilea course curriculum and demonstrate the ability to work with hot sticks from wood poles and steel structures may result in repeating the required Camp Rilea course curriculum or cancellation of the Apprentice agreement.

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j. Failure to maintain employment with Ohop Mutual Light Company will result in cancellation of the apprenticeship agreement.

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k. Non-Excused Absences:

1. For the first non-excused absence, the apprentice shall be subject to a 30-day hold on advancement.
2. For the second non-excused absence, the apprentice will receive an additional 30-day hold on advancement, and be scheduled to appear before the Committee.
3. Non-excused absences in excess of the accepted educational institute's standards may be cause for disciplinary action up to and including cancellation of the apprenticeship agreement.

l. Ohop Mutual Light Company has a zero tolerance policy on cheating and dishonesty. Any apprentice that is caught or suspected of cheating will be called before the committee and face disciplinary action up to and including termination from the apprenticeship. Cheating is defined as any action wherein a person defrauds, deceives, or violates regulations unfairly. This includes but is not limited to:

1. Writing formulas, codes, and key words on your person or objects for use in a test.
2. Take someone else's assignment and submit it as your own
3. Obtaining privileged test information before the testing situation.
4. Submitting fraudulent progress reports

m. Any apprentice terminated for cause will not be allowed to reapply for a period of one (1) year from the date of cancellation.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

E.1.c.

Kenneth Klotz, Secretary
34014 Mountain Hwy East
Eatonville, WA 98328

Joel Hansen, Secretary
36706 Mountain Highway East
Eatonville, WA 98328