

Teri Gardner 2/9/2021

Teri Gardner 3/3/2021

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



REQUEST FOR REVISION OF STANDARDS

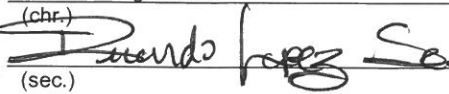
ADH rcv'd 3.3.2021
ADH rcv'd 2.9.2021
L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

From: Washington Construction Teamsters Apprenticeship Committee #231
(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: 2-9-2021 3-3-2021

date:

attach additional sheets if necessary

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II. MINIMUM QUALIFICATIONS:

- Age: ~~At least 18 years of age.~~ At least eighteen (18) years of age.
- Other: Valid driver license with ability to obtain a Class A CDL with all required endorsements required by the Department of Motor Vehicles (at applicant's expense).
- a. Copy of current valid driver's license.
 - b. Copy of current DMV report driving abstract.
- ~~Applications must be completed and submitted within thirty (30) calendar days after the application is obtained. Failure to meet the thirty (30) day deadline will void the application.~~

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

A. Selection Procedures:

- ~~1. Applications will be made available to anyone who is interested regardless of any other considerations. All applicants seeking entrance into the apprenticeship program must follow these selection procedures. This pertains to everyone with or without experience related to the trade.~~
- ~~2. Applications will be made available year round at: Teamsters Training Center, 2410 East St. Helens, Pasco, WA 99301, or such other locations as authorized by the Apprenticeship Committee. Interested applicants must personally obtain and complete applications.~~
- ~~4. Qualified Applicants will be scheduled for the Teamster Orientation Day. Teamster Orientation Day is pass/fail; a passing score of 55 out of 100 is required.~~
- ~~5. Applicants who pass the Teamster Orientation Day will be ranked by score and placed on available-for-training list. Individuals on the available for training list must stay active on this list by checking in monthly. Failure to do so could result in removal of application and/or removal from the "available-for-training" list.~~

~~The applicant must keep the Apprenticeship Committee office advised of a current phone number and address where they can be reached upon short notice. Failure of the applicant to comply will void the application.~~

~~If removed from the list due to the above, the applicant will not be eligible to reapply for 12 months.~~

- ~~6. Applicants will be selected from the "available-for-training" list based on geographical area of work selection.~~
 - ~~a. Western Washington~~
 - ~~b. Eastern Washington~~
 - ~~c. Either~~

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- ~~7. Applicants selected by the committee will be required to attend the 240 hours Training/CDL Preparation Course (or show proof of equivalent training) and also be required to obtain a Class A Commercial Drive License with all endorsements required by the Department of Motor Vehicles (at applicants expense) prior to being dispatched to an employer. A current DOT Medical Certificate must be provided prior to training.~~
- ~~8. Applicants being accepted into the program will be required to take and pass a pre-employment urinalyses drug screening test before being registered. Expenses of the drug test will be paid by the JATC.~~

~~Failure to PASS the Drug test or Refusal to take the drug test, WILL RESULT in application being voided and individual will be unable to reapply for a period of 12 months. Applicant will need to submit a NEGATIVE Drug Test to be able to re-apply.~~

1. Applications will be made available to anyone who is interested regardless of any other considerations. All applicants seeking entrance into the apprenticeship program must follow these selection procedures. This pertains to everyone with or without experience related to the trade. To be considered for selection all applicants must meet the minimum qualifications described in Section II of these standards.
2. Applications will be made available year round at: Teamsters Training Center located at 2410 East St. Helens Pasco, WA 99301 or on line at www.teamstertraining.org. A current copy of the applicant's driver license and a current copy of the applicant's driving abstract must accompany all applications to be considered complete. Complete applications must be returned to the Apprenticeship Office within thirty (30) days of obtaining the application. Failure to return the complete application within thirty (30) days will void the application.
4. All applicants who meet the minimum qualifications and submit complete applications will be scheduled to participate in the Teamster Orientation/Interview Day. Teamster Orientation/Interview Day is pass/fail. A passing score is at least 65 out of 100. Applicants who pass the Teamster Orientation/Interview Day will be placed on a ranked list. They will remain on the ranked list for two years unless they request in writing to be removed from the list or refuse a job offer.
5. Upon selection but prior to being registered as an apprentices, individuals must obtain and provide the Apprenticeship Office with a copy of a current DOT Medical Certificate.
6. Upon selection but prior to being registered as apprentices, individuals will be required to attend 240 hours of Training/CDL Preparation Courses. These courses are provided by the program or apprentices may submit proof of completing the equivalent training.
7. Upon selection but prior to being dispatched, individuals will be required to take and pass a pre-employment urinalysis drug screening. The costs of the screening will be covered by the Sponsor. Failure to pass or refusal to take the screening will result in

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the voiding of the application. Applicant will not be registered as an apprentice and will not be able to re-apply for a period of twelve (12) months. After the twelve (12) month waiting period, applicant must submit proof of a NEGATIVE drug screening before they will be allowed to re-apply.

8. Prior to being dispatched and at the expense of the apprentices, all apprentices will be required to obtain and provide a Class A Commercial Driver's License with all of the endorsements required by the Department of Motor Vehicles.

B. Equal Employment Opportunity Plan:

- ~~2. Engage in any such action as stated above to insure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.~~
- ~~3. Selection from lists of qualified applicants for training, in other order of ranking, so as to reach women (minority and non-minority) or minorities.~~
2. Participate in career fairs, construction career days, and other outreach opportunities as they arise. When available, will utilize minority and female journey level persons at such events to promote apprenticeship.
3. Disseminate information within shops, at career fairs, and to media outlets regarding available apprenticeship opportunities while also expressing the equal opportunity policies of this Program.

VIII. WORK PROCESSES:

A. Truck Driver, Heavy, Construction:

APPROXIMATE HOURS

~~Must demonstrate proficiency (as part of the 3000 minimum hours) by logging a minimum of one hundred sixty (160) hours on at least five (5) separate pieces of equipment during the term of the apprenticeship. This may include equipment that is listed or would be listed on any of the following three lists.~~

Must demonstrate proficiency (as part of the 3000 minimum hours) by logging a minimum of one hundred sixty (160) hours on at least five (5) separate pieces of equipment during the term of the apprenticeship.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

- B. 228 144 Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

C. Additional Information:

1. Apprenticeship classes are 8-10 hours per day 4 days per week.

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2. Apprentices must call the Program Director or the Training Coordinator forty-eight hours (48) prior for any known/anticipated absences and as soon as possible for any unplanned absences from school/classes. The notification must include the reason for the absence. The Apprenticeship Committee at its' discretion, will examine the absence excuse and determine if the excuse is satisfactory.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

3. Sponsor Procedures:

Renumber sections below for administrative and disciplinary procedures to match current boilerplate.

A. Administrative Procedures:

3. Sponsor Procedures:

a.1.

b.2.

~~1. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Apprenticeship Committee after they have been signed by the employer or appropriate representative of the employer. The above records shall contain the apprentice's name, classification, employer, month and year of report, as well as hours of work performed.~~

~~Progress records MUST be turned in by the 10th day of the following month.~~

~~Each apprentice who is late in turning in his/her work experience report will have the following penalties imposed:~~

~~First Offense: Up to 30 days actual work delay in his/her next advancement.~~

~~Second Offense: Up to 60 days actual work delay in his/her work advancement.~~

~~Third Offense: Cause for cancellation of registration.~~

c. It shall be the apprentices' responsibility to maintain a record of OJT hours. Record books are provided to the apprentices and available at the Apprenticeship Office. Such records shall be forwarded to the Apprenticeship Office by the 5th day of the following month via fax, email, US mail, or hand delivered after they have been signed by the employer or by the appropriate representative of the employer. The above records shall contain the apprentice's name, classification, employer, month and year of the report, as well as hours of work performed.

~~4. It is the apprentice's responsibility to keep his/her current address on file with the committee and training center.~~

d.4. It is the apprentices' responsibility to keep his/her current address on file with the Apprenticeship Office.

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e.5.

~~6. Apprentices shall be responsible for contacting and informing the coordinator's office of any termination from a job.~~

f. Apprentices shall be responsible for contacting and informing the Program Director or the Training Coordinator of any termination from a job.

g.7. No unemployed apprentice will have the right to turn down a job within the geographical area selected by the Apprentice. Apprentices have the right to change their geographical area preference at any time PRIOR to a job issue.

~~Apprentices turning down a job within their preferred geographical work area, without first contacting the Coordinator's office, may be dropped to the bottom of the list.~~

~~Apprentices who turn down a second job will be seen by the JATC and may receive disciplinary action up to and including cancellation of the apprenticeship agreement.~~

~~8. No apprentice will be allowed to quit their job without approval from the Apprenticeship Coordinator. Apprentices who refuse work assignments are subject to disciplinary action up to cancellation of the apprenticeship.~~

h. No apprentices will be allowed to quit their jobs without approval from the Program Director.

i.9

j.10

~~11. The safety code for attending class shall be as follows: No tank tops or sleeveless undershirts. Adequate leather foot protection (no thongs, tennis shoes or bare feet).~~

k. The dress code for attending class shall be as follows: No tank tops, sleeveless shirts. No slipper, sandals, open toe shoe, tennis shoes, or bare feet.

~~12. The apprentice must properly notify the instructor, coordinator, or an Apprenticeship Committee member of any absence from school, classes, stating the reason for absence. The Apprenticeship Committee at its' discretion, will examine the absence excuse and determine if the excuse is satisfactory.~~

~~School classes are 8-10 hours per day~~

~~Unexcused absences will be adequate reason for the Apprenticeship Committee to take the following action:~~

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- a. ~~Failure to attend one (1) RSI class period will result in the completion of an additional one hundred (100) OJT hours prior to the next step increase being granted.~~
- b. ~~Failure to attend one (2) RSI class period will result in the completion of an additional one hundred (200) OJT hours prior to the next step increase being granted.~~
- c. ~~Failure to attend three (3) classes will result in suspension from the program and possible cancellation of the agreement by the JATC.~~

B. Disciplinary Procedures

3. Sponsor Disciplinary Procedures:

- a. A record of OJT hours must be submitted to the Apprenticeship Office by the 5th day of the following month. Apprentices who are late submitting their records of OJT hours may have the following penalties imposed:
 - i. First Offense: Up to thirty (30) days delay in his/her next advancement.
 - ii. Second Offense: Up to sixty (60) days delay in his/her next advancement and removal from current job site until the record of OJT hours has been received by the Apprenticeship Office.
 - iii. Third Offense: Up to ninety (90) days delay in his/her next advancement or cancellation of the Apprenticeship Agreement.
- b. Apprentices turning down a job within their preferred geographical work area, without first contacting the Program Director or Training Coordinator, may be dropped to the bottom of the list.
- c. Apprentices who turn down a second job will be seen by the JATC and may receive disciplinary action up to and including cancellation of the Apprenticeship Agreement.
- d. Unexcused absences from RSI will be adequate reason for the Apprenticeship Committee to take the following action:
 - i. Failure to attend one (1) RSI class may result in the completion of an additional one hundred (100) OJT hours prior to the next step increase being granted.

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- ii. Failure to attend two (2) RSI classes may result in the completion of an additional two hundred (200) OJT hours prior to the next step increase being granted.
- iii. Failure to attend three (3) classes will result in suspension from the apprenticeship program and possible cancellation of the Apprenticeship Agreement.
- e. Disciplinary action up to and including cancellation of the Apprenticeship Agreement may be taken if an apprentice demonstrates behavior that disrupts, impedes, or adversely impacts the learning environment, either on the job or in school/classes.
- f. If an apprentice is discharged by a contractor for improper conduct, indifference to the rules and regulations, safety concerns, failure to show up for work or insubordination, he/she may be subject to disciplinary action from the Apprenticeship Committee up to and including cancellation of the Apprenticeship Agreement.
- g. If an apprentice is asked to take a drug test by a contractor with whom they are currently employed and the apprentice fails the drug test, disciplinary action may be taken up to and including cancellation of the Apprenticeship Agreement.
- h. If an apprentice refuses to take a drug test requested by their employer, such refusal will be considered a “quit” and the apprentice will be subject to disciplinary action up to and including cancellation of the Apprenticeship Agreement.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

F. Plant programs

~~(Plant Program Administrator)~~

~~(Plant Program Administrator)~~

N/A