

Received: L&I Tukwila, 2A
May 29, 2025 *SKH*

For L&I Staff Use Only

Received: L&I Tukwila, 2A
May 7, 2025 *SKH*

L&I Apprenticeship Consultant

Teri Gardner 5-29-25

Teri Gardner 5-8-25

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: Western Washington Masonry Trades Apprenticeship Committee, #87

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 type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	5/7/25		
Print Name: DOMONIC ESPINOZA		Print Name:	
Signature: <i>[Signature]</i>		Signature:	

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

Attach additional sheets if necessary

Sponsor Introductory Statement (Required):

The Western Washington Masonry Trades Apprenticeship Standards with supplements pertaining to the necessary work experience of the trade and a progressive wage scale, will, when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in this industry. These Standards have been developed by the ~~Bricklayers & Allied Craftsmen International Union of America (I.U. of B.A.C.), Local Union No. 1 of Washington~~ International Union of Bricklayers and Allied Craftworkers (I.U. of B.A.C.), Local #1., and employers participating in this apprenticeship program assisted by the ~~Washington State Apprenticeship and Training Council, Apprenticeship Section of the~~ Department of Labor and Industries.

These Standards have been developed to assure ~~a bricklayers and allied craftworkers~~ this Bricklayers and Allied Craftworkers apprenticeship program ~~and are~~ is designed to include all manipulative work processes and related instruction ~~needed or necessary and~~ essential to the training of apprentices for ~~all work normally performed~~ each occupation in the masonry industry.

Once approved by the Washington State Apprenticeship and Training Council, these Standards are will be considered as the basic requirement for journey level qualifications and shall become the minimum requirements benchmark of for any organization of employers and journey ~~person~~ level workers in connection with the training of ~~bricklayers and allied Craftworkers~~ Bricklayers and Allied Craftworkers.

II. Minimum Qualifications:

Age: ~~Minimum age is~~ Applicant must be at least 18 years of age.

Physical: ~~Applicant Must~~ must be able to perform the rigorous manual labor required by trade and have the ability to work safely at high elevations with or without reasonable accommodations.

- Other:
1. Applicant must possess a ~~Valid~~ driver's license.
 2. Applicant must provide a Social security card or other documents to validate eligibility to work in the U.S., proof of per Form I-9 (employment) status.
 3. Individuals applying for the occupations of Marble Setter, Terrazzo Worker and Tile Setter must have 1500 hours of verifiable previous work experience and/or be deserving of advanced standing as determined by a Trade Evaluation test score.

III. Conduct of Program Under Washington Equal Employment Opportunity Plan:

A. Selection Procedures:

1. All Occupations:

- a. Applications will be available to anyone who is interested regardless of any other consideration. All persons desiring to serve an apprenticeship will complete a

standard application form to be filled out at the Western Washington Masonry Trades Apprenticeship Training Center (WWMT Apprenticeship Training Center). This application must be filled out by the applicant ~~in his/her own handwriting without the assistance of any other individual.~~

- b. ~~Information on apprenticeship openings, and the application process, is available at our website: Levelupnw.org. and applications will be~~ Applications are available and accepted throughout the year as individuals express interest Monday through Friday between 6:30 AM and 2:00 PM at the offices of the Western Washington Masonry Trades WWMT Apprenticeship Training Center located at 6737 Corson Avenue South, Building "D", Seattle, WA 98108, between 6:30 AM and 2:00 PM on Monday through Friday and at our levelupnw.org website. Applications will be accepted throughout the year as individuals express interest.
- c. ~~Each~~ All applicant must provide documentation for to verify the minimum qualifications have been met (except Physical) must be provided at the time of application. This includes government issued photo ID to verify age, proof of high school graduation or equivalent diploma, G.E.D. certificate or official transcripts from secondary or post-secondary schooling, copy of a valid driver's license, and a social security card or other documents verifying eligibility to work in the U.S. per proof of Form I-9 (employment) status. The minimum qualification for Physical will be met when the applicant passes the Orientation Seminar.
 - 1) Exceptions may be made by the JATC or their representative (designee) to the Education qualification if admission as an apprentice will benefit the applicant and the industry.
- d. ~~All applications have a space for a serial number blanks will be serial numbered so that they can be accounted for. There will be is a book set up in which each line carries a number corresponding to the serial number of an application. This book constitutes the Applicant List ordered by the date the completed application is submitted with required minimum qualification documentation. Columns will be provided to show progress by dates and final disposition of each application.~~
 - 1) Applicants must demonstrate ability in Basic Shop Math (such as reading a tape measure, and compute computing fractions, etc.) and achieve by achieving a minimum score of 30 correct answers out of a possible 42. Those who do not pass the math test may retake it as soon as the next day. If the applicant has not passed the Basic Shop Math test within 30 days they will be sent a written notice of rejection. Passing score will be added to the final interview score. Columns will be provided to show progress by dates and final disposition of each application.
- e. ~~Exceptions may be made by the JATC to the above qualifications if admission as an apprentice will benefit the applicant and the industry. Applicants may request credit for previous trade related experience. A Trade Evaluation test will be administered by the WWMT Apprenticeship Training Center staff. The~~

amount of credit given for previous work experience shall be determined by the JATC or ~~their representative (designee) after a careful review of the merits of each case~~ based on the Trade Evaluation test score.

- f. All applicants who meet the minimum qualifications and are not qualified as "Direct Entry" shall receive notification to attend the interview ~~process~~ and Orientation Seminar. Those not appearing ~~for the interview~~ at the scheduled time or not wearing appropriate attire listed in the notification will be cause for their application to be voided and they will be sent a written notice of rejection and they need to re-apply. Applications received after a notice for interview and Orientation Seminar is sent will be included in the processing for the next set of scheduled interviews and Orientation Seminars.
- g. The applicant will receive a score for both the interview and Orientation Seminar. The interview will consist of objective questions relevant to the applicant's fitness for the apprenticeship program and not include questions related to qualification previously used to determine they met the minimum qualifications. Each interviewer will record the general nature of each applicant's answers and prepare a summary of interview conclusions including how factors such as applicant motivation, ambition and willingness to accept direction affected the interviewer's final decision. The Orientation Seminar is designed to evaluate performance of rigorous manual labor and the ability to work safely at high elevations resulting in a score. After careful review of the applicant's education, work experience and information provided during the interview process and the Orientation Seminar, The scores will be combined; all qualified applicants for apprenticeship that meeting the minimum score of 150 shall be placed in ranked order descending order of score on the ranked Eligibility List for apprenticeship. Those scoring less than 150 will be sent a written notice of rejection.
 - 1) When If an applicant meets requirements, the ranked Eligibility List is depleted, and prior to the next scheduled interview and Orientation Seminar, when apprenticeship openings are available, individuals on the Applicant List will be contacted in descending order to attend an Apprenticeship Preparation class. Passing this class verifies they meet the minimum qualification for Physical and they are immediately and there are no other eligible applicants on file, then the applicant will be eligible for work an apprenticeship position immediately if an opening is available.
- h. Applicants on the ranked Eligibility List eligible applicants shall notify the Apprenticeship Office WWMT Apprenticeship Training Center not less than every thirty (30) days to reaffirm their availability. Failure to do so shall result in removal from the ranked Eligibility List eligible applicant list and they will be sent a written notice of rejection. Must re-apply.
- i. When the next scheduled interview and Orientation Seminar is completed, applicants' ranked scores will be merged with those Applicants still remaining on the ranked Eligibility List when additional applicants are interviewed will be placed in the new eligibility pool according to their initial score and apprentice opportunities will continue to be offered as openings become available.

[Please retain the underlining for the wording directly following numbers 2, 3, and 4 below.
This is not new language, it is the preference of the program that these be underlined.]

2. Bricklayer, Terrazzo Worker, Marble Setter, "Pointer/Cleaner/Caulker", Tile Terrazzo Marble Finisher, Brick and Block Finisher
 - a. As apprenticeships openings become available, applicants will be selected from the ~~eligibility list,~~ ranked Eligibility List in descending order of score, ranking, ~~they~~ A drug screen will be administered on the first day, at no cost to the applicant. The applicant must pass with negative findings and will then complete a six-four-week pre-job Pre-Job class.
 - b. After the applicant's first week of ~~pre-job~~ Pre-Job class in the Bricklayers and Allied Craftworkers ~~Craft workers Local #1 of WA/AK~~ (BAC) crafts rotation and safety classes, ~~each the~~ applicant's shall select their a specific BAC craft to finish the remainder of their ~~pre-job~~ Pre-Job class.
 - c. After successfully completing the ~~six~~ four-week ~~pre-job~~ Pre-Job class, the applicant shall be offered an apprenticeship in order ranking. If the applicant accepts the apprenticeship, they shall be registered with the Department of Labor and Industries, Apprenticeship Section, ~~as a starting apprentice.~~
 - d. In the event that new apprentices are needed to supply industry demand, applicants may be selected in advance of completion of the ~~six week pre-job~~ Pre-Job class. They may be selected in other than ranked order due to prior experience in the construction trades, or masonry trades specifically, but will complete, at a minimum, safety training relevant to the masonry industry. It is possible that applicants with prior industry experience may be selected ahead of those without such experience and in other than ranked order, due to the provision of safety training during the class and necessity to provide this training to those without prior experience in the construction industry or specifically the masonry trades. At the conclusion of the Pre-Job class, applicants with prior experience in the construction trades, or masonry trades specifically, may be selected in other than ranked order.
3. Marble Setter, Terrazzo Worker and Tile Setter:
 - a. Applicants Must must have 1500 hours of previous experience applicable to the trades of tile setter, marble setter or terrazzo worker Marble Setter, Terrazzo Worker, or Tile Setter, verified by certifications, affidavits of work experience, or a combination of on-the-job training previous work experience in an applicable trade with and credit given towards advanced standing as determined by the Apprenticeship Committee or designee based on a Trade Evaluation test score. The minimum qualification for Physical is deemed to have been met if the applicant meets the criteria described in this section. Applicants without 1500 hours of previous experience as defined in the preceding sentence must begin as a "Tile, Terrazzo and Marble Finisher" apprentice and successfully accumulate 1500 on-the-job training (OJT) hours and successfully complete scheduled related/supplemental instruction (RSI) classes.

- 1) Applicants without 1500 hours of previous experience as defined ~~in the preceding sentence~~ directly above must begin as a "Tile, Terrazzo and Marble Finisher" apprentice. They must complete the four-week Pre-Job class described in #2 above, and successfully accumulate 1500 on-the-job training (OJT) hours, which may include credit for previous work experience or advanced standing based on the Trade Evaluation test score, and must successfully complete scheduled related/supplemental instruction (RSI) classes. Once this criteria has been met, individuals may apply for occupations in this section.
- b. As apprenticeship openings become available, applicants will be selected from the ~~eligibility list~~ ranked Eligibility List or, when the Eligibility List is depleted, the Applicant List in descending order. ~~of ranking, they must pass a drug test, A drug screen will be administered at no cost to the applicant and applicants must pass with a negative finding. Then they and~~ shall be offered an apprenticeship.
- c. If the applicant accepts the apprenticeship, they shall be registered with the Department of Labor and Industries, Apprenticeship Section at the appropriate wage step ~~of apprenticeship~~ based on education and work experience.
4. EXCEPTIONS (Direct Entry): Applicants selected by one of the following methods must meet all the minimum qualifications unless otherwise stated below. The application must be completed by the applicant.

Additionally applicants must submit to a drug screen, at no cost to the applicant, and pass with negative findings, a condition of employment. Applicants that do not pass will be sent a written notice of rejection.

- a. An employee of a non-signatory employer, not qualifying as journey level who makes application as the result of organizing efforts, whether or not the employer becomes signatory, shall be evaluated by the JATC or designee ~~their representative~~ and registered at the appropriate period of apprenticeship wage step based on ~~education~~, previous work experience and related training relevant to the masonry trades industry. The applicant must provide government issued photo ID. The minimum qualifications for Education and Physical shall be waived.
- b. An ~~If an~~ individual who signs an authorization card during an organizing effort, wherein over fifty (50%) percent of the employees have signed, whether or not the employer becomes signatory, the individual not qualifying at journey level shall be evaluated by the JATC, or designee ~~their representative~~, and registered at the appropriate period of apprenticeship wage step based on ~~education~~, previous work experience and related training relevant to the masonry trades industry. The applicant must provide government issued photo ID. The minimum qualifications for Education and Physical shall be waived.
- c. ~~For individuals who become I.U. of B.A.C., Local 1 members as stated in 4. a & b above all minimum qualifications will be waived except the following:~~
~~(1) Minimum age of 18 years~~

- ~~(2) Must have a valid driver's license~~
- ~~(3) Must pass a drug test~~

~~d c.~~ Individuals completing a Job Corps program under the I.U. of B.A.C. may be granted direct entry. The minimum qualification for Physical shall be waived. Applicant must pass a drug test.

~~e d.~~ Individuals who have completed a ~~JATC approved pre-apprenticeship programs~~ WSATC recognized Apprenticeship Prep Program may be granted direct entry. Proof of graduation is required. The applicant shall attend an Apprenticeship Preparation class. Passing this class verifies they meet the minimum qualification for Physical. Applicant must pass a drug test.

~~f e.~~ Military Veterans that provide a DD-214 with an honorable discharge may be granted direct entry. The applicant must provide government issued photo ID. The minimum qualification for Education shall be waived. The applicant shall attend an Apprenticeship Preparation class. Passing this class verifies they meet the minimum qualification for Physical. All minimum qualifications may be waived except for the following:

- ~~(1) Minimum age of 18 years~~
- ~~(2) Must have a valid driver's license~~
- ~~(3) Must pass a drug test~~

~~g f.~~ Applicants relocating from other states that are in an approved Bricklayers and Allied Crafts apprenticeship program may be granted direct entry. The applicant must provide government issued photo ID. The minimum qualification for Education shall be waived. All minimum qualifications may be waived except for the following:

- ~~(1) Minimum age of 18 years~~
- ~~(2) Must have a valid driver's license~~
- ~~(3) Must pass a drug test~~

~~h g.~~ Individuals who have completed the Western Washington Masonry Trades Pre-Apprenticeship Program, minimum of four (4) weeks, 160 hours, may be granted direct entry provided: they possess the completion certificate for passing the Western Washington Masonry Trades Pre-Apprenticeship Program safety training class with a score of 80% or better.

- ~~(1) The applicant possesses the completion certificate for passing the Western Washington Masonry Trades Pre-Apprenticeship Program safety training class with a score of 80% or better~~
- ~~(2) The applicant meets all minimum qualifications~~
- ~~(3) The applicant passes a drug test~~

h. Applicants with previous trade related experience and that score 70% or higher on a Trade Evaluation test may be granted direct entry as approved by the Training Coordinator, as authorized by the Apprenticeship Committee.

i. Applicants who are current apprentices and make application to another occupation in these standards may be granted direct entry, as approved by the

Training Coordinator, as authorized by the Apprenticeship Committee. A transfer agreement will be executed.

- i. Applicants that complete the Tile, Terrazzo and Marble Finisher apprenticeship may be granted direct entry into the occupation of Marble Setter, Terrazzo Worker or Tile Setter.

B. Equal Employment Opportunity Plan:

2. Engage and participate with in-OUTREACH programs or other such programs, designed to recruit, pre-qualify and place minorities and women (minority and non-minority) in apprenticeship, such as ANEW, NOW the TERO Vocational Training Center (TVTC), YouthBuild, Palmer Pathways, other WSATC recognized Apprenticeship – Prep programs, and programs such as Helmets to Hardhats or other non-traditional employment programs.
5. ~~Sponsor may select from the eligibility pools in other than order of ranking to increase female and minority participation and to approach EEO goals.~~

IV. Term of Apprenticeship:

- B. The term of apprenticeship for "Pointer, Cleaner, and Caulker"; Bricklayer; and Marble Setter shall be four (4) years and not less than 6000 hours of employment.
- C. The term of apprenticeship for "Tile, Terrazzo and Marble Finisher" shall be two (2) and one-half (2 ½) years and not less than 4500 hours of employment.
- D. The term of apprenticeship for "Brick and Block Finisher" shall be two (2) and one half (2 ½) years and not less than 3750 hours of employment.

IX. Related/Supplemental Instruction:

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

(X) Sponsor Provided (lab/classroom) ~~Satellite training center Burlington, WA~~

- C. Additional Information:

All apprentices are responsible for their own tuition and parking fees unless otherwise approved by the JATC.

X. Administrative/Disciplinary Procedures:

- A. Administrative Procedures:

3. Sponsor Procedures:

[Please delete and replace X. A. in its entirety]

The Western Washington Masonry Trades Apprenticeship Committee (WWMTAC) is managed according to the Standards of Apprenticeship as submitted to and approved by the Washington State Apprenticeship and Training Council. A joint labor/management Apprenticeship and Training Committee (JATC) administers and runs the program. These standards govern the training of Masonry Trades apprentices.

Each new apprentice will receive a personal copy of the Standards of Apprenticeship. A copy of the Standards of Apprenticeship is also available in the WWMT Apprenticeship Training Center. The Coordinator and staff will gladly answer questions about the apprenticeship program. If there are complaints or concerns about apprenticeship training at work or at RSI classes (school), address them to the JATC by submitting them in writing.

- a. Responsibilities of Apprentices: Apprentices shall read these Standards and familiarize themselves with the contents. Apprentices are cautioned that the failure to read these Standards will not excuse them from possible disciplinary action up to and including suspension or cancellation of the apprenticeship agreement when the apprentice violates any section herein.
- 1) Apprentices shall diligently and faithfully perform the work of the trade, and to perform such other pertinent duties as may be assigned by the sponsor in accordance with the provisions of these Standards.
 - 2) Apprentices shall conduct themselves in a way that is consistent with ordinary, reasonable, common sense rules of conduct and which is an asset to the Masonry Trades industry.
 - 3) Apprentices shall develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety and that of their fellow workers.
 - 4) Safety equipment (PPE) and appropriate work attire shall be worn when working around machinery or hazardous materials while on the job and during RSI classes. Failure to adhere to and follow all safety rules on the job or during RSI classes will likely result in disciplinary action.

In accordance with the State and Federal safety regulations, it is expected that apprentices shall be in compliance with WAC 296- 800-16055, Safety and Health Core Rules: appropriate head protection for employees during OJT and while participating in related training.

- 5) Apprentices must possess or obtain a valid First Aid and CPR card within the first six months from the date of registration.
- 6) Each apprentice shall attend and complete a COMET class during their first year of apprenticeship.
- 7) Apprentices who are out of work are strongly encouraged to call the Apprenticeship Office every week to place and maintain their name on the

out of work list, for the purpose of assisting apprentices in obtaining work opportunities.

- 8) Each apprentice shall notify the Apprenticeship Office of any change to address and/or telephone number within 5 (five) business days.

b. Hourly Progress Reports:

- 1) Each apprentice will be given an apprentice hours reporting book and will be required to submit an hourly progress report documenting OJT hours by the 15th of each month to the Apprenticeship office whether working or not. These reports will be used to assess rotation in all work processes and will be the basis of hours accrued for wage/step advancements.
- 2) NOTE: Hourly progress reports will be considered delinquent one month on the 16th of each month the hourly progress report is not submitted timely.
- 3) All hourly progress reports must be current to be eligible for a wage/step advancement.

c. Related/Supplemental Instruction (RSI classes)

It is the intention of the JATC to ensure quality training for each apprentice, therefore full attendance at RSI classes is expected. In case of failure on the part of any apprentice to fulfill their obligations as to RSI class attendance, the JATC shall have the authority to impose discipline, suspend or cancel the apprenticeship agreement. The employer and the union agree to carry out the instructions of the JATC in this respect.

- 1) Attendance at school is mandatory. Each apprentice is required to regularly attend and satisfactorily complete the required hours of RSI, regardless of extenuating circumstances.
- 2) Notification will be sent to each apprentice concerning the date/time and location of each class.
- 3) Apprentices shall work the same number of hours as journey level workers employed in the trade. Apprentices shall not miss related training classes due to conflict with work and the apprentice shall not be allowed to work overtime if it interferes with their attendance at RSI classes. It will be the employer's responsibility to ensure that apprentices are allotted the required time to attend RSI classes.
- 4) RSI class rules and policies:
- a) Apprentices must be in the training facility at least fifteen (15) minutes prior to starting time and must sign their name and time of arrival in order to receive credit for attending the class.

- b) Apprentices will not be under the influence of alcohol or drugs while attending class.
- c) All apprentices must be appropriately attired according to the list below.
 - (1) Work attire
 - (2) Work shoes
 - (3) Hardhat and safety glasses while in the work area.

Any apprentice not wearing the proper PPE and work attire will be sent home, and will receive an unexcused absence.

- d) All apprentices will take turns mixing mortar and grout. No one is excused.
- e) At the end of the class, all apprentices will assist one another in taking down work and cleaning up areas.
- f) Each apprentice is required to bring the tools required for each class as noted on the tool requirement list. An apprentice that does not bring the proper tools will not be permitted to work in the shop area and will be required to spend time in the classroom.
- g) SAW ROOM SAFETY RULES: Any apprentice using the Masonry or Tile saw will be required at all times to wear the following equipment, with no exceptions.
 - (1) Hard hat
 - (2) Safety Glasses
 - (3) Gloves
 - (4) Apron
 - (5) Hearing protection
- 5) Satisfactory progress must be maintained in RSI classes. Apprentices must maintain a 70% grade point average and pass each exam with a score of not less than 70%.
- 6) Absence from RSI classes:
 - a) Each apprentice is responsible for providing a written reason for any missed classes.
 - b) For any absence due to medical reasons the apprentice must submit a doctor's note, or a document evidencing a visit to a hospital or clinic.
 - c) For any absence due to any other reason, including personal reasons, the apprentice must submit a written explanation including how it came to be that the priority to attend class did not take precedence.
 - d) Apprentices who miss an RSI class for medical or personal reasons during a week of scheduled RSI classes must provide a written excuse the following day. If the missed class is a Friday, the written reason must be

received within five business days. The JATC may deny any excuse submitted late.

e) The employer (Approved Training Agent) agrees to recognize the classroom training as valuable and cannot be missed without being made up by the apprentice in order to continue progressing through the program. Therefore, although it does not relieve the apprentice of any responsibility to provide employer written excuses, it is suggested that the employer share in the responsibility to ensure RSI class attendance and notify the JATC or Apprenticeship Office as promptly as possible with information that is necessary.

f) Each apprentice is required to make up any class hours missed whether because of an excused or unexcused absence. It is up to each apprentice to make arrangements with the Coordinator or the Instructor when this obligation is to be taken care of. Apprentices shall make up any absence as directed by the Coordinator. Classes missed due to illness or employment will be rescheduled for the apprentice who must attend and complete the class or classes.

7) Excused absences will be allowed for:

a) Severe illness or hospital stay; must be verified by a medical professional treating the apprentice.

b) Overtime and work out of town during scheduled RSI classes:

1) For any class absence due to a requirement to work late or work out of town when scheduled to attend class, the apprentice must submit a written excuse from the employer.

2) For any class absence due to a requirement to work on a Saturday when scheduled to attend class, only the employer's notification sent to the Apprenticeship Office prior to that weekend will be accepted.

c) Trips and vacations: by prior approval of the Apprenticeship Committee.

d) Death in the immediate family: documentation must be provided.

An absence shall be deemed excused only when the instructor and the JATC are satisfied that just cause for the absence exists.

d. OJT hours: Each apprentice shall maintain regular OJT attendance. Absences and tardiness will not be tolerated.

e. Wage/Step Advancements:

1) The JATC decides whether a wage/step advancement is approved. Each apprentice's permanent file will be subject to review by the Committee before each wage/step advancement decision.

- 2) The JATC will request the employer and instructor to evaluate progress before each wage/step advancement decision.
- 3) The JATC shall review for recommendation the progress that each apprentice has made in RSI classes and OJT. All pertinent information regarding apprentice training shall be considered by the Committee. Factors include but are not limited to attendance at school and work, timely submission of hourly progress reports, instructor and employer evaluations, demonstrated satisfactory progress at work and school, and attitude.

B. Disciplinary Procedures:

3. Sponsor Disciplinary Procedures:

~~(insert text)~~

If any apprentice is below an acceptable level in school or OJT attendance, quality of work, attitude or any other situation requiring disciplinary action, the apprentice will receive a written notice twenty (20) days in advance of possible disciplinary action up to and including cancellation of their apprenticeship agreement. This notice will provide an explanation of the apprentice's deficient performance. The apprentice may be advised that without improved performance by the next JATC meeting, the apprentice may be cancelled from the program. Such notice will be sent to those who have completed the initial probationary period, or who will complete initial probation as of the date of the JATC meeting.

a. Failure to wear PPE and appropriate work attire and follow all safety rules on the job or during RSI classes may result in disciplinary action up to and including cancellation of their apprenticeship agreement.

b. Hourly Progress Reports:

1) Any apprentice that does not submit hourly progress reports as directed may be subject to disciplinary action up to and including cancellation of their apprenticeship agreement.

2) Any apprentice that is delinquent three (3) months in submitting their hours report will be summoned to appear before the JATC. They will have their next wage progression extended by one month for each month the hours report was delinquent, and may be assessed additional disciplinary action.

c. RSI Classes:

1) The Training Coordinator listed in these standards, or designee, shall have the authority to expel the apprentice from school effective immediately in the event a serious offense or violation occurs, such as removing tools issued that are the property of the Training Center, being found in possession of any alcoholic beverage, illegal drug, a controlled substance or drug paraphernalia. This shall remain in effect until the apprentice is seen by the JATC.

2) Any apprentice failing to complete required RSI classroom hours will not be advanced to the next wage progression and could be cancelled from the apprenticeship program after due process by the JATC.

3) Absences:

(a) Failure on the part of the apprentice to show regular attendance at school will be deemed sufficient cause for the JATC cancel the apprenticeship agreement, specifically two (2) unexcused absences, either successive or separate during any RSI quarter.

(b) Failure to complete assigned make up classes will be cause to send 20-day advance notice to appear for possible disciplinary action such as withholding wage/step advancements by one month for each missed class and extending the term of apprenticeship by an equal amount, or cancellation of the apprenticeship agreement.

(c) In addition to disciplinary action imposed by the JATC such as withholding wage/step advancements extending the term of apprenticeship by additional months, disciplinary hours will be added and must be made up before the next wage/step advancement for the following infractions of RSI class attendance:

<u>Tardy</u>	<u>100 hours</u>
<u>Leaving Early</u>	<u>100 hours</u>
<u>Unexcused absence</u>	<u>200 hours</u>

4) The following infractions will result in summons sent 20-days in advance to appear before the JATC for possible disciplinary action up to and including cancellation of the apprenticeship agreement.

(a) TARDINESS: Any apprentice late three time to RSI classes.

(b) Any apprentice signing in for RSI classes for another apprentice.

(c) FIGHTING: Any apprentice fighting, regardless of the reason.

(d) STEALING: Any apprentice caught stealing, regardless of what or from whom.

(e) Any apprentices caught removing tools issued to them from the premises that are the property of the Training Center.

(f) Failure to follow the Saw Room Safety Rules.