



**STANDARDS OF APPRENTICESHIP
adopted by**

**PACIFIC NORTHWEST IRONWORKERS AND EMPLOYERS LOCAL #86
APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
IRONWORKER	47-2221.00	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention & Labor Standards Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 8, 1953
Initial Approval

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Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional):

These Standards have been developed by representatives of Northwest Ironworkers Employers Association, and representatives of Ironworkers District Council of the Pacific Northwest, assisted by the Washington State Apprenticeship and Training Council.

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I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be as follows: Chelan, Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, Whatcom, and Yakima Counties; and all projects which span the Columbia River from a point where the river leaves Okanogan County to a point where the river enters Benton County.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age: **Minimum 18 years (Must provide documentation to verify age such as Birth Certificate or valid driver's license).**

Education: **N/A**

Physical: **Must be able to perform the rigorous manual labor required by the trade and have a natural ability to work safely at high elevations with a good sense of balance. Physical ability must be confirmed by attending a minimum qualification screening day or verification of prior work experience in the Ironworking or related industry, as determined by the Committee.**

Testing: **N/A**

Other: **a. Must be able to read, write, and speak the English Language.
b. Dependable transportation to jobsites within the geographic area of these standards.
c. Must possess valid driver's license.
d. Provide documentation to verify legal working status, a condition of employment, per I-9 requirements.**

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. **Apprenticeship applications will be accepted year round, one day per month. Additional application acceptance days may be added, as needed, to meet the demands of the trade. Applications are available at the apprenticeship office or other locations as deemed by the committee. Applications must be prepared and submitted by the individual applying.**

**4550 South 134th Place #101
Tukwila, WA 98168**

2. **Only applications submitted in person by the applicant and complete with documentation to verify minimum qualifications (stated above) will be accepted. Applicants must provide a valid driver's license, proof of legal employment status (such as Social Security Card), and proof of dependable transportation (such as vehicle registration) at time of application. Applicants must also provide a resume and are encouraged to provide letters of recommendation from previous or current employers.**
3. **Any applicant wishing to receive credit for education, military service, or previous experience in the trade must provide copies of documentation that will substantiate advanced standing under this program at the time of application. The amount of credit granted for previous work experience shall be determined by the Apprenticeship Committee after careful review of the merits of each individual case.**
4. **Periodically, applications will be reviewed and scored by the Committee or their authorized agent. Consideration for Veterans, those referred through Helmets to Hardhats, participants in the National Ironworkers Training Program for American Indians, and graduates or participants of pre-**

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apprenticeship programs is included in the scoring (written verification of these circumstances must be provided at the time of application.) Qualified applicants shall be placed on a list of eligibles in order of score. New applicants will be slotted into the existing eligibility list according to the score received on their application.

5. Individuals who provide all documentation requested in #2 above will be scheduled for the minimum qualification screening day based upon the score of their application. Consideration will be given to female applicants for affirmative action purposes. Consideration may also be given to those who meet criteria for “local hire” requirements in distressed areas. Minimum qualification screening day is pass/fail; a passing score is required.
6. Individuals who receive a passing score for the minimum qualification screening day or who have verified 500 hours of previous work experience in the trade of Ironworker, shall attend a Safety Orientation. Safety Orientations will be held periodically as needed. A score of 80% or better is required. Applicants will be placed on a ranked list in order of score.
7. Persons who meet the minimum qualifications shall submit to drug testing at the safety orientation as a condition of employment, at no cost to applicant, and must pass with a negative finding or the applicant will be removed from the pool of eligible applicants. Applicants failing a pre-employment drug test must wait a minimum of 120 days to reapply for apprenticeship to the Pacific Northwest Ironworkers and Employers, Local #86 Apprenticeship Committee.
8. Qualified applicants shall remain in contact with the apprenticeship office as deemed necessary by the apprenticeship staff. Failure to do so will result in the qualified applicants' removal from the list.
9. **EXCEPTIONS: (Direct Entry)**
 - a. Individuals relocating from other SAC (State Apprenticeship Council) or US Department of Labor Office of Apprenticeship approved Ironworker Apprenticeship programs may receive direct entry into the apprenticeship provided the individual completes an application, meets the minimum qualifications (except for attendance at minimum qualification screening day) and submits to drug testing and passes with a negative with a negative finding, at no cost to applicant.
 - b. Registered Native Americans who have secured work under TERO or equivalent tribal regulations and/or tribal contract requirements, may receive direct entry into Apprenticeship provided:

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- (1) The employer is an Approved training Agent of these Standards.
 - (2) The applicant has met the Minimum Qualifications (except for attendance at minimum qualification screening day).
 - (3) Applicant must complete core Safety Orientation classes (minimum of three days), shall submit to drug testing as a condition of employment, at no cost to the applicant and must pass with a negative finding.
- c. Applicants that have completed and passed a structured Pacific Northwest Ironworkers #86 Pre-Apprenticeship Training Class, minimum of four (4) weeks, 160 hours, may receive direct entry into this apprenticeship provided:
- (1) The applicant has met the Minimum Qualifications which includes receiving a passing score at a scheduled minimum qualification screening day.
 - (2) The applicant has completed and passed the Pacific Northwest Ironworkers #86 Pre-Apprenticeship Training Class with a score of 80% or better.
 - (3) The applicant submits to drug testing and passes with a negative finding, at no cost to the applicant.

10. EXEMPTIONS:

- a. When an employer becomes a training agent, employees not qualifying as journey-level workers shall be evaluated by the sponsor using constant standard nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. These individuals must complete an application, meet minimum qualifications stated in Section II above (except attendance at minimum qualification screening day), attend a Safety Orientation with a passing score (80% or better) and pass a drug test with negative findings, at no cost to applicant.
- b. The individual who signs an authorization card during the organizing effort of an employer wherein 50% or more of the employees have signed and whether or not the individual is approved as a training agent, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training. These individuals must complete an application, meet

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minimum qualifications stated in Section II above (except attendance at minimum qualification screening day), attend a Safety Orientation with a passing score (80% or better) and pass a drug test with negative findings, at no cost to applicant.

B. Equal Employment Opportunity Plan:

- 1. Participated in workshops and career fairs conducted by secondary and post secondary schools, and community based and other organization designed to increase public awareness of current apprenticeship opportunities and to familiarize potential applicants, including minorities and women (minority and non-minority) with the nature of the Ironworking apprenticeship program, the admission requirements, and sources of applications**
- 2. Engage with and participate in existing outreach programs whose focus is to recruit and prepare minority and women (minority and non-minority) students for apprenticeship such as ANEW and PACT, and other organizations working directly with women (minority and non-minority) in educational and skill development for entry into apprenticeship such as TRAC.**
- 3. Cooperating with local school districts that have developed programs to prepare students to meet the standards and criteria required to qualify for entry into apprenticeship programs and increase awareness of apprenticeship opportunities among school employees.**
- 4. Select new apprentices from lists of qualified applicants, in other than order of ranking, so as to reach women (minority and non-minority) and minorities.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

The term of apprenticeship shall be 8,000 hours of reasonably continuous employment in an approved schedule of work experience, but in no case less than 4 years. For the purpose of advancement, the four (4) years shall be divided into eight (8) periods of a minimum of 750 hours and six (6) months each.

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V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The first 1500 hours of work shall be the initial probationary period. These hours will be verified by the monthly work report the apprentice submits to the apprenticeship office. Employers and journey-level workers shall carefully observe the actions of the apprentice during this trial period in order to determine the advisability of their continuing in the trade. If the apprentice fails to apply them self, seems unable or unwilling to adapt them self to trade conditions, or are otherwise found to be unsuited to the trade, they shall be dropped from the apprenticeship before the expiration of the initial probationary period.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

Any employer shall be permitted to employ apprentices on structural, reinforcing, or rigging jobs at the ratio of not less than one (1) apprentice to every four (4) journey-level workers and shall employ apprentices on ornamental work at which is normally performed by two (2) ironworkers, one (1) may be an apprentice. The

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ratio shall not be less than one (1) apprentice to every four (4) journey-level workers, based on the annual average employment of journey-level ironworkers by the individual employer. In no event shall the ratio exceed one (1) apprentice to everyone (1) journey-level worker per job-site, work group, or shop.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Apprentices shall be paid the following wage rates as per current negotiated labor agreement, which may be subject to change.

Step	Number of hours/months	Percentage of journey-level rate
1	6 months and 750 hours	65%
2	6 months and 750 hours	70%
3	6 months and 750 hours	75%
4	6 months and 750 hours	80%
5	6 months and 750 hours	90%
6	6 months and 750 hours	90%
7	6 months and 750 hours	95%
8	6 months and 750 hours	95%

- A. Pension and annuity contributions are eliminated for all apprentices for the first through second period of apprenticeship. (However, apprentices will receive pension credits for all hours worked.)**
- B. Apprentices with current welding certification and who are assigned as welders will be paid the journey-level worker scale while so employed.**

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

A. <u>Ironworker:</u>	<u>Approximate Hours</u>
1. Reinforcing/Post Tensioning:	2500
2. Ornamental and Miscellaneous:	2000
3. Structural/Rigging:	2500
4. Welding/Burning:	1000
TOTAL HOURS:	8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify): **Provided by vendors, manufacturers, and other industry experts as available.**
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college: **South Seattle Community College and Bates Technical College**
- Private Technical/Vocational college
- Training trust
- Other (specify):

204 Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

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- (X) twelve-month period from date of registration.*
- () defined twelve-month school year: (insert month) through (insert month).
- () two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

- A. **Each apprentice shall attend daytime, Saturday, or evening supplemental classes annually, written notice will be sent indicating the time and location of such training.**
- B. **All apprentices must maintain a grade point average of 75% and be current with monthly work reports to be considered as having satisfactorily completed each course. The apprentice will be ineligible for an OJT (on-the-job) training assignment as determined by the Coordinator, as authorized by the Apprenticeship Committee, until extra assignments, tests, or lab work brings the grade point average up to the minimum of 75% and/or until all work reports are current.**
- C. **An apprentice who is late for class or leaves early will be required to make up the class hours in a manner acceptable to the Coordinator, as authorized by the Apprenticeship Committee.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

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Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

1. **Any apprentice leaving the jurisdiction of the Pacific Northwest Ironworkers and Employers, Local #86 Apprenticeship Committee to work at the trade without first receiving approval of the Committee will be subject to cancellation.**
2. **Each apprentice will purchase the recommended tools at the time indicated by the Coordinator, as authorized by the Apprenticeship Committee. The tool list will be provided at the safety orientation. (See Section X.B.)**
3. **Each apprentice will maintain contact with the apprenticeship office by submitting a monthly work report, regardless of employment status, to the training office by the 7th day of the following month. Failing to do so is a violation of this requirement and may result in disciplinary action, suspension or cancellation.**
 - a. **Advancement dates are calculated using work reports; therefore untimely reports result in delay of wage increases as advancement cannot be retroactive.**
 - b. **If an apprentice is thirty (30) or more days late turning in monthly work reports, a citation to appear before the Apprenticeship Committee will be sent for assignment of disciplinary hours shown in 9a.**
4. **Apprentices not attending related training and who are not employed shall be available and accept all job referrals offered by them. While employed, all apprentices must be on time and all absences must be excused. Apprentices must not quit or be fired. Any violation of these requirements may result in disciplinary action, suspension, or cancellation.**
5. **Apprentices who have been canceled within the initial probationary period must wait a minimum of 1 year to reapply to the Pacific Northwest Ironworkers and Employers Local #86 Apprenticeship Committee and must attend and pass a minimum qualification screening day, attend a safety orientation and submit to drug testing and pass with a negative finding.**
6. **Apprentices who have been canceled outside the initial probationary period for non compliance must wait a minimum of 1 year to reapply to the Pacific Northwest Ironworkers and Employers Local #86 Apprenticeship**

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Committee and must attend and pass a minimum qualification screening day, attend a safety orientation and submit to drug testing and pass with a negative finding.

7. Apprentices must notify the Coordinator's office and union office of any change to address and/or telephone number with 48 hours (update to union office if required).
8. **RSI: Failure to attend scheduled classes, excessive absenteeism (including being habitually late or leaving classes early), failure to maintain a grade point average of 75% and failure to be current with all work reports by the conclusion of each class will be cause for disciplinary action, suspension or cancellation of the apprenticeship agreement.**
9. a. **Disciplinary hours related to conduct include:**

Failure to call Coordinator and Dispatch after layoff (call to dispatch made if required) (by the following business day after termination)	200 hours
Failure to be available for work (Unless prior arrangements for time off or vacation have been made)	200 hours
Late work reports (30 or more days late)	200 hours
Unexcused absence from work	200 hours
Unauthorized quitting of a job	300 hours
Fired from a job (termination "for cause")	300 hours

- b. **Disciplinary hours related to RSI (cited to appear before the Apprenticeship Committee) include:**

Tardy	100 hours
Leaving early unexcused	100 hours
Unexcused absence	200 hours

- c. **Disciplinary hours will be completed before the next advancement.**

B. Local Apprenticeship Committee Policies

1. **Apprentices may be moved from employer to employer in order to round out their work experience as required by the Standards.**
2. **Substance Abuse Testing: The Apprenticeship Committee shall have the authority to adopt a drug and alcohol testing program in order to ensure that each apprentice can work safely in a drug and alcohol free environment. Each apprentice agrees to be subject to such testing as a condition for maintaining his/her apprenticeship agreement.**

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3. Apprenticeship and Training Trust - Tool List

Description	Tool #
Reinforcing Tools	
BELT and PAD with positioning rings	BUCKINGHAM #5929
TOOL BELT	Elk River 2002 SPECIAL
SIDE CUTTING PLIER	Klein #D2000-7CST
DIAG. CUT. PLIER	Klein #D2000-28
TOOL POUCH	Klein #5119
WIRE REEL	Klein #27400
6' FOLDING RULE	LUFKIN X46
KEEL HOLDER	MARKAL #109
KEEL HOLDER	MARKAL #109
STRUCTURAL TOOLS	
3/4" SPUD WRENCH	Klein #3212
7/8" SPUD WRENCH	Klein #3213
WRENCH HOLDER	Klein #5461T
BULL PIN 13"	Klein #3255
BULL PIN 9"	Klein #3256
12" ADJUST. WRENCH	PROTO #712SL
BOLT BAG	Klein #5416T
30' MEASURING TAPE	

**Manufactures listed are for reference purposes only.
A specific manufacturer is not required.**

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C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

- Prior to: 20 calendar days of intention of disciplinary action by a sponsor
- Sponsors must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action must be sent to the apprentice

- Within: 30 calendar days request for reconsideration from the sponsor
- Apprentice to request sponsor to reconsider their action

- Within: 30 calendar days of apprentice's request for reconsideration
- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 calendar days of final action
- Apprentice must submit the complaint in writing to the Department
 - Must describe the controversy and provide any backup information
 - Apprentice must also provide this information to the local sponsor

- Within: 30 business days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

- Within: 30 calendar days of supervisor's decision, request for WSATC hearing
- Request must be in writing
 - Must specify reasons supporting the request
 - Request and supporting documents must be given to all parties
 - WSATC must conduct the hearing in conjunction with the regular quarterly meeting

- Within: 30 calendar days after hearing
- WSATC to issue written decision

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XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)

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- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Sponsor’s introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

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The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

The Apprenticeship Committee approved to administer this program shall be composed of three (3) members representing the employers and three (3) members representing labor.

Members of the Apprenticeship Committee shall be selected by the groups they represent.

Quorum: **See Above.**

Program type administered by the committee: **GROUP JOINT**

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The employer representatives shall be: (Northwest Ironworkers Employers Association)

John Paulsen, Secretary
Corona Steel
3015 106th St. S.
Lakewood, WA 98499

Kevin Koester
Apex Steel Inc.
16541 Redmond Way Suite C
Redmond, WA 98052

Mike Cadle
REBAR International
19120 Rhodes Lake Rd E
Bonney Lake, WA 98391

Paul England, Alternate
41433 212th Avenue Southeast
Enumclaw, WA 98022

Marc Paulson, Alternate
Corona Steel
3015 106th St. S.
Lakewood, WA 98499

Kelly Huestis, Alternate
14780 NE 95th St.
Redmond, WA 98052

The employee representatives shall be:

Jeff Glockner, Chairman
4550 S 134th Place #102
Tukwila, WA 98168

David Chase
4550 S 134th Place #102
Tukwila, WA 98168

T.A. Biggins
4550 S 134th Place #102
Tukwila, WA 98168

Robert Korth, Alternate
4550 S 134th Place #102
Tukwila, WA 98168

Chris McClain, Alternate
4550 S 134th Place #102
Tukwila, WA 98168

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

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XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Greg Christiansen, Coordinator
4550 South 134th Place, Suite 101
Tukwila, WA 98168