



**STANDARDS OF APPRENTICESHIP
adopted by**

**CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
ELECTRIC UTILITY TECHNICIAN	47-2111.00	8000 HOURS
GENERATION MECHANIC	49-9041.00	6000 HOURS
GENERATION WIREMAN	49-2095.00	6000 HOURS
LINEMAN	49-9051.00	6000 HOURS
METERMAN	49-9012.01	6000 HOURS
OPERATOR	51-8013.01	6000 HOURS
POWER SYSTEMS WIREMAN	49-2095.00	6000 HOURS
WATER TECHNICIAN	51-8031.00	6000 HOURS



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

APPROVAL:

JANUARY 15, 1987
Initial Approval

JULY 16, 2015
Committee Amended

APRIL 21, 2016
Standards Amended (review)

JANUARY 21, 2016
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

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):

The following standards for apprenticeship have been prepared by representatives of Public Utility District No. 1 of Chelan County, Wenatchee, Washington, and representatives of I.B.E.W. Local 77, Unit 77-114 of Wenatchee, Washington. When approved by and registered with the Washington State Apprenticeship and Training Council, these Standards will govern the training of apprentices in this industry.

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

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 the properties of Public Utility District No. 1 of Chelan County in the state of Washington.

II. MINIMUM QUALIFICATIONS:

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

Age: **Applicants for apprenticeship must be at least 18 years of age at the time bid application is submitted.**

Education: N/A

Physical: **Applicants for apprenticeship must be physically capable of performing the work of the craft. No exceptions may be made.**

Testing: N/A

Other: **Current Washington State Driver License.**

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

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

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:

Exempt per WAC 296-05-405(1)(b), per Board of Commissioner Rules.

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(b), per Board of Commissioner Rules.

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 for Lineman, Power Systems Wireman, Generation Wireman, Generation Mechanic, Meterman, Operators, and Water Technician shall be three (3) years (6,000 hours). Electric Utility Technician shall be four (4) years (8,000 hours) of reasonably continuous employment and experience in the principal operations of the trade.

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

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 1200 On-The-Job Training (OJT) hours.

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)].

There shall not be more than one apprentice to one journey level worker in the classification of work involved. This ratio shall apply to each crew and job site and the apprentice shall work under the direction of the journey level worker. For the purpose of this rule, the foreman shall be considered a journey level worker.

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 at the following percentage rate based on the corresponding journey level worker wage in the Collective Bargaining Agreement in accordance with WAC 296-05-316(27):

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

A. Linemen, Power Systems Wireman, Generation Wireman, Generation Mechanic, Metermen, Operator, and Water Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	74.10%
2	1001 - 2000 hours/7 - 12 months	76.97%
3	2001 - 3000 hours/13-18 months	79.83%
4	3001 - 4000 hours/19 - 24 months	82.75%
5	4001 - 5000 hours/25 - 30 months	85.62%
6	5001 - 6000 hours/31 - 36 months	88.49%

B. Electric Utility Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	74.10%
2	1001 - 2000 hours/7 - 12 months	76.97%
3	2001 - 3000 hours/13-18 months	79.83%
4	3001 - 4000 hours/19 - 24 months	82.75%
5	4001 - 5000 hours/25 - 30 months	85.62%
6	5001 - 6000 hours/31 - 36 months	88.49%
7	6001 - 7000 hours/37 - 42 months	100.00%
8	7001 - 8000 hours/43 - 48 months	100.00%

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

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)]

The apprentice shall be given such experience and instruction as is necessary to develop a practical, skillful, competent craftsman in his/her classification and insofar as practicable; this will cover all branches of the trade. The schedule of work experience shown below in this section is recommended for the different branches of the trade. It is recognized that this will vary due to the work being done by the crews. The Public Utility District No. 1 of Chelan County will, insofar as practicable consistent with the work being done by the crews, give adequate training in all branches of the trade.

A. <u>Electric Utility Technician:</u>	<u>Approximate Hours</u>
1. Transient fault recording equipment	200
2. Safety training	250
3. Commissioning tests for new equipment or systems	200
4. PLC's	500
5. Security, video, TV DVR's	450
6. Fiber optic cable installation and splicing	200
7. Data acquisition tests (index testing), engineering studies	500
8. Fish hatchery, ponds, traps, ladders, and bypass controls	300
9. Local area network, routers, switches	200
10. Kilowatt hour panel, & demand meters	200
11. Phone systems and voice mail, ACD, phones and recorders.....	500
12. Protective relays and control circuits.....	500
13. SCADA Systems	650
14. Calibration and instrumentation.....	400
15. Telemetry Systems	200
16. Two way radio systems	400
17. Microwave systems	250
18. Rocky Reach juvenile fish bypass system	100
19. Dispatch and CTC.....	150
20. Water/Wastewater	400
21. Chelan Hydro Control Systems, i.e., governor/Exciter, etc	350
22. Rocky Reach Hydro Control Systems, i.e. governor/Exciter, etc.....	400

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

23. Rock Island 1 Hydro Control Systems, i.e. governor/Exciter, etc.....	350
24. Rock Island 2 Hydro Control Systems, i.e. governor/Exciter, etc.....	350

TOTAL HOURS: 8000

Apprentice Technicians shall be required to obtain a Federal Communications Commission General Radio Operator License (FCCGROL) by the end of their fourth year or eighth period of apprenticeship. Failure to obtain their certification would be cause for elimination from the Technician apprenticeship program.

Apprentice Technicians shall also complete 155 lessons from the Electronics Technology with Digital & Microprocessor Library Correspondence Course from Cleveland Institute of Electronics. The recommended completion time of the correspondence course is 42 months.

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

<u>B. Generation Mechanic:</u>	<u>Approximate Hours</u>
1. Machine shop, bench work, blueprint and layout	500
2. Installation of machinery	400
3. Maintenance and repair of rotating equipment.....	1500
4. Maintenance, repair and instruction on governor	50
5. Welding - gas and electric & fabrication (including blueprint and layout	800
6. Orientation of station cranes and equipment.....	1000
7. Maintenance of headworks, draft tube and fishway.....	1000
8. Woodworking and building maintenance.....	200
9. Rigging cables, ropes, etc.....	200
10. Familiarity and use of District computer programs, i.e. Maximo, PeopleSoft, Outlook.	150
11. Safety and inspection of safety equipment	200
TOTAL HOURS:	6000

The following personal tools shall be acquired by completion of first, second and third periods of apprenticeship:

First Period: **Toolbox, allen wrenches, side cutters, assorted screwdrivers, center punch, ballpeen hammer, steel tape, and wrenches 3/8" - 1".**

Second Period: **Chisels, channel locks, and combination square.**

Third Period: **Needle nose pliers, vice grips, and crescent wrenches - 6", 8", 10".**

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

C.	<u>Generation Wireman:</u>	<u>Approximate Hours</u>
1.	Layout, wiring, installation and testing of equipment and control circuits.....	1000
2.	Installation, adjustment, repair, maintenance, and testing of switching equipment.....	1000
3.	Installation, maintenance, repair and testing of motors, all types.....	100
4.	Installation, maintenance, repair, and testing of transformers	300
5.	Installation, maintenance, repair, and testing of rotating equipment and associated auxiliary apparatus.....	1400
6.	Shop repair and testing of electrical equipment	100
7.	Installation, maintenance, and testing of batteries, battery chargers and miscellaneous control equipment	400
8.	Safety meetings, care and inspection of safety equipment	100
9.	Installation, maintenance, repair, and testing of non-unit electrical equipment.....	1000
10.	Welding - gas and electric	100
11.	Operations of station cranes and equipment (backhoe, forklift, scissor lifts and use of rigging, cables, ropes and slings).....	200
12.	Circuit troubleshooting and print reading.	200
13.	Familiarity and use of District computer programs, i.e. Maximo, PeopleSoft, Outlook	100
TOTAL HOURS:		6000

The following personal tools shall be acquired by completion of first, second and third periods of apprenticeship:

- | | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First Period: | Toolbox, allen wrenches, pliers and side cutters, assorted screwdrivers, center punch, ballpeen hammer, steel tape, goggles, open-end wrenches 3/8" - 1". |
| Second Period: | Spin-tights, combination square, StaCon pliers, Champ combination bolt cutter-wire stripper. |
| Third Period: | Needle nose pliers, vice grips, crescent wrenches 6", 8", 10", set of box-end wrenches. |

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

D. <u>Lineman:</u>	<u>Approximate Hours</u>
1. Poles, arms and guys.....	900
2. Overhead conductors and insulators, switches, cutouts, and other protective devices	1000
3. Underground conductor and associated switches, cutouts, and protective devices	1000
4. Work on energized primary circuits with hot stick method (#4 may be worked in 4th period providing apprentice does not take the place of a journey level worker on the crew)	1000
5. Transformers, underground, pad mount, pole mount, etc	500
6. Services underground and overhead.....	500
7. Safety meetings, care and inspection of safety equipment	100
8. Study of work sketches	200
9. Equipment operation	400
10. Fault and cable locating and metering.....	200
11. Formal substation operation.....	100
12. Computer training, e.g., Outlook, PureSafety, apprentice time entry	100
TOTAL HOURS:	6000

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

<u>E. Meterman:</u>	<u>Approximate Hours</u>
1. Transformer rated meter installations, wiring, site verification, and data verification	1200
2. Poly and single phase self-contained meter installations, understanding voltage requirements, rotation, loading, transformer connections.....	1200
3. PUD service regulation compliance, equipment requirements and standards, rate schedules, L&I codes, customer and contractor contacts.....	800
4. Meter testing, in-shop testing, field testing and auditing, meter data recording and tracking, meter programming.....	800
5. Power quality, using recorders and software, addressing customer concerns, data analysis, understanding cause and effect of electrical components.....	400
6. Remote metering, communication types, signal testing, understanding and using different protocols	300
7. Primary meter installations, high voltage safety requirements and tool usage	300
8. Cable and fault locating, primary and secondary, testing and repair of locating equipment.....	200
9. Distribution system diagnostics, locating stray voltages, identifying and locating abnormalities.....	200
10. Radio frequency interference locating, coronas, identifying varying sources.....	200
11. Customer service, high bill investigations, customer complaint resolution	100
12. Safety, meeting attendance, first aid and CPR training, WAC rules	100
13. Power diversion, detecting, evidence collection and documentation	100
14. Test equipment maintenance	100
TOTAL HOURS:	6000

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

F. <u>Operator:</u>	<u>Approximate Hours</u>
1. Study station blueprints, circuits and instruction: AC power distribution systems (station Service), control and relay equipment, DC power distribution system, river monitoring equipment	950
2. Turbine and hydraulic experience: Main transformer (protection, electrical auxiliary equipment, switch and local operation of unit breaker and discs), turbine (protection, governor and lube oil systems, unit mechanical auxiliary equipment switching/valving and local operations of turbine generator set).....	1075
3. Plant mechanical and electrical auxiliary equipment: Station sump and unwatering systems, fire detection and protection systems, waste oil system, powerhouse water systems, sanitary sewage system, heating ventilation and air conditioning systems and gantry and bridge cranes and elevators	500
4. Switchyards and river crossing: Relay house (controls and relay house station service), river crossing and switchyard bus relay protection and 115KV and 230KV disconnect switch/instruction.....	325
5. Control room training: Computer systems/plant control, loss of control system; telephone, radio and security systems; shift duties/inspections, charts and jmm meters; emergency action plan; spill prevention control/countermeasures; operating limits; Mid-Columbia hourly coordination; safe clearance procedure administration.....	2050
6. Safety training: Electrical Workers Safety Rules (WAC 296-45), District dispatching and operating safety rules, confined space and rescue training, PureSafety and MSDS training, breathing apparatus/respiratory protection program, accident prevention program, fire safety and first aid/CPR.....	475
7. Inspections - Plants and projects	525
8. Fishways - Adult and juvenile fish facilities	100
TOTAL HOURS:	6000

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

G.	<u>Power Systems Wireman:</u>	<u>Approximate Hours</u>
1.	Layout of new construction and installations from engineering drawings.....	300
2.	Installation, adjustment, repair and maintenance of switching equipment	1200
3.	Wiring and testing of control, meter, and relay circuits and equipment	1200
4.	Installation and maintenance of transformer.....	450
5.	Substation inspection	200
6.	Shop repair of electrical equipment	400
7.	Installation and maintenance of batteries, battery chargers and miscellaneous control equipment	350
8.	Safety meetings, care and inspection of safety equipment	100
9.	Installation and maintenance of voltage regulators and accessory equipment	250
10.	Power wiring and bus-bar installation.....	250
11.	Miscellaneous topics including conduit embedded, conduit surface, environmental (mineral oil, PCB handling, etc.), fabrication (metal and wood, equipment assembly, concrete work), animal guarding, painting, equipment operation	1300
TOTAL HOURS:		6000

The following personal tools shall be acquired by completion of first, second and third periods of apprenticeship:

- First Period:** Toolbox, allen wrenches, pliers and side cutters, assorted screwdrivers, center punch, ballpeen hammer, steel tape, goggles, open-end wrenches 3/8" - 1".
- Second Period:** Spin-tights, combination square, StaCon pliers, Champ combination bolt cutter-wire stripper.
- Third Period:** Needle nose pliers, vice grips, crescent wrenches 6", 8", 10", set of box-end wrenches.

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

H. <u>Water Technician:</u>	<u>Approximate Hours</u>
1. Layout of new construction and installations from engineering drawings and inspection standards	500
2. Installation, repairs and maintenance of metering devices.....	600
3. Installation and maintenance of main water lines, service lines and hydrants	1800
4. Water quality and health requirements.....	500
5. Safety meetings, care and inspection of safety equipment	200
6. Pump stations and reservoirs, inspections and maintenance.....	700
7. Trench safety requirements	100
8. Equipment operation	1000
9. Working with underground utilities, power, gas, phone and irrigation	150
10. Control valves.....	150
11. Rigging and signals	100
12. Computer training	100
13. Telemetry and communication systems	100
TOTAL HOURS:	6000

The following personal skills shall be acquired by completion of first, second and third years of apprenticeship:

- First Year:** Water Distribution Specialist
- Second Year:** Water Distribution Manager 1, and WA State Class A CDL w/tanker endorsement
- Third Year:** Water Distribution Manager 2

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

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)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Customized training course conducted by District instructors. All other classes/courses as approved by the Committee.**

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

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

- (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. All apprentices will be required to obtain a current first-aid card, which shall include CPR certification, before advancing to the second period of apprenticeship, and must have a current first-aid card, which shall include CPR certification, before taking the journey level worker examination.**
- B. The Apprenticeship Committee recommends that the course for apprentices be limited to those who are actually apprentices in accordance with these Standards.**
- C. The course outlines approved by the Apprenticeship Committee shall be used in related classroom instruction.**
- D. Apprentices may be allowed credit for prior education and/or experience by the Committee, having due regard for the development of the apprentice and the facilities reasonably available. The advancement of such apprentices will not be delayed by the fact that he/she has not had related instruction in conjunction with his/her prior experience.**

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

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

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. **If an apprenticeship has not been completed in the established term, subject to approval of the Public Utility District No. 1 of Chelan County and the Union and the apprentice, the Committee may extend the term. If an apprentice has demonstrated unusual proficiency, the Committee may recommend the issuance of a certificate before the end of the full term of apprenticeship in accordance with the State Standards. Hot Time will not be waived by any means in the Lineman's Apprenticeship. The issuance of a Certificate at any time will in no way affect the status of the apprentice in his/her employment with the Public Utility District No. 1 of Chelan County, which is covered by the Union Agreement.**
2. **Safety Training Program Administrator: The Public Utility District No. 1 of Chelan County will designate a Safety Training Program Administrator who will work with the Committee in developing this apprenticeship program and will serve as a consultant at all meetings of the Committee.**
3. **Records: Each month's On-The-Job Training (OJT) and Related Supplemental Instruction (RSI) hours must be submitted no later than the 10th day of the following month. Failure to enter the OJT and RSI reports on the District's "T" Drive by the 10th day of the following month may result in loss of hours and/or disciplinary action by the Committee. Where there is not free time after the crews comes in to make out this record on the Public Utility District No. 1 of Chelan County's time, it will be done on his/her own time without compensation. The total monthly OJT hours submitted on the District's "T" Drive must be the same as the total monthly OJT hours reported in the Time Verification Report in the People Soft Human Resources Management System (HRMS). Failure of consistent OJT documentation on the District's "T" Drive with the Time Verification Report in People Soft HRMS may result in disciplinary action by the Committee.**
4. **Periodic Evaluations:**
 - a. **An evaluation covering the field progress of apprentices will be given as determined by the Committee, but not more frequently than once each month. The Committee shall recommend records or reports of apprentices to show progress in the trade and in related instruction.**

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

- b. **If the Safety Training Program Administrator finds that an apprentice shows a lack of interest or does not have the ability to become a competent craftsman, all the facts of the case should be placed before the Committee. The Committee shall investigate and report its findings to the Public Utility District No. 1 of Chelan County and I.B.E.W. Local 77, Unit 77-114.**
 - c. **Monthly evaluations must be received no later than the 10th day of the following month. Failure to return the evaluations by the 10th day of the following month may result in disciplinary action by the Committee.**
5. **The Apprenticeship Committee will counsel with an apprentice who fails to make satisfactory progress either in on-the-job training or in the related classroom instruction.**
- a. **Classroom Attendance: Classroom attendance for apprentice candidates is compulsory. All classroom absences, late, arrivals and early dismissals must have proper approval of the instructor. Any apprentice receiving an unexcused absence in a school year will be contacted and may be called before the Committee.**
 - b. **Grading: Apprentice candidates must maintain a minimum grade average of 75%. Any apprentice that receives less than 75% minimum grade after a quarter or scores below 75% on any test during the school year will be contacted and may be called before the Committee.**

B. Local Apprenticeship Committee Policies

NONE

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

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

- 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

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:

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

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)
- 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

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

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.

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.

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

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:

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.

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

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 Chelan County Public Utility District No. 1 Apprenticeship Committee shall be composed of (10) members; five (5) members representing the Public Utility District No. 1 of Chelan County and five (5) members representing I.B.E.W., Local 77, Unit 77-114, of Wenatchee, Washington, selected by the groups they represent.

A quorum of committee members must be present at every committee meeting.

Quorum: **A quorum is two-thirds of the JATC members entitled to vote.**

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

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

The Employer representatives shall be:

Dave Parkhill, Secretary
327 N. Wenatchee Ave
Wenatchee, WA 98801

Tony Nelson
327 N. Wenatchee Avenue
Wenatchee, Washington 98801

Tim Pettit
327 N Wenatchee Avenue
Wenatchee, WA 98801

Keith Messer
PO Box 1231
Wenatchee, WA 98807

Chris Schwinkendorf
327 N Wenatchee Avenue
Wenatchee, WA 98801

J.C. Blankenship
327 N. Wenatchee Avenue
Wenatchee, Washington 98801

Kirby Reinhart, Alternate
327 N. Wenatchee Avenue
Wenatchee, WA 98801

Ron Franklin, Alternate
327 N. Wenatchee Avenue
Wenatchee, Washington 98801

Cody Murdock, Alternate
327 N Wenatchee Avenue
Wenatchee, WA 98801

Eddie Greer, Alternate
PO Box 1231
Wenatchee, WA 98807

Wes Rush, Alternate
327 N. Wenatchee Avenue
Wenatchee, Washington 98801

CHELAN COUNTY PUBLIC UTILITY DISTRICT NO. 1
APPRENTICESHIP COMMITTEE

The employee representatives shall be:

James A. Kill, Chairman
327 N Wenatchee Avenue
Wenatchee, WA 98801

Ken Pfister
327 N Wenatchee Avenue
Wenatchee, WA 98801

Ed Bromiley
327 N Wenatchee Avenue
Wenatchee, WA 98801

Rusty Whitehall
327 N Wenatchee Avenue
Wenatchee, WA 98801

Vern Matthews
327 N Wenatchee Avenue
Wenatchee, WA 98801

Mark Holcomb
327 N Wenatchee Avenue
Wenatchee, WA 98801

Logan Cleek, Alternate
327 N Wenatchee Avenue
Wenatchee, WA 98801

Mike Cook, Alternate
PO Box 1231
Wenatchee, WA 98801

Jim Mayfield, Alternate
PO Box 1231
Wenatchee, WA 98807

Carl Schill, Alternate
327 N Wenatchee Avenue
Wenatchee, WA 98801

Brad Peterson, Alternate
327 N Wenatchee Avenue
Wenatchee, WA 98801

Brent Thrapp, Alternate
327 N Wenatchee Avenue
Wenatchee, WA 98801

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.

To be established as required.

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.

Dave Parkhill, Safety Training Program Administrator
327 N. Wenatchee Ave
Wenatchee, WA 98801