



**STANDARDS OF APPRENTICESHIP
adopted by**

GRAYS HARBOR P.U.D. NO. 1 APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
LINEMAN	49-9051.00	36 MONTHS
METERMAN	49-9012.01	36 MONTHS
SYSTEM DISPATCHER	43-5032.00	24 MONTHS
UTILITY WIREMAN	49-2095.00	48 MONTHS



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:

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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): **NONE**

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 –

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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 Grays Harbor County

II. MINIMUM QUALIFICATIONS:

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

Age: **At least 18 years of age**

Education: **Applicant must have a High School Diploma or G.E.D., with a recommendation of at least one year of HS Algebra or equivalent.**

Physical: **Able to meet the requirements of the trade**

Testing: **Applicant must take the National J.A.T.C. test with a passing score of 4 or better**

Other: **– Applicants must have ability and aptitude to learn correct practices as they relate to “A” unit classifications and the ability to use tools and equipment of the trade**
– Must possess a valid 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 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.

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A. Selection Procedures:

1. **When a vacancy occurs, the position is posted for bid for seven (7) working days in all headquarters.**

If no bid is received from an internal candidate, other applicants will be considered in which case minimum qualifications must be met.

Final selection will be based on seniority as described in the Collective Bargaining Agreement between Grays Harbor County P.U.D. No. 1 and Local Union No. 77, International Brotherhood of Electrical Workers.

2. **After selection, apprentice must obtain a commercial driver license with a Class A endorsement within thirty (30) calendar days if their position requires it (driver license and combination driver license endorsement is in accordance with Article VIII, Section 8.1.4 of the Collective Bargaining Agreement)**
3. **Applicants shall also be required to conform with the provision of Article VII, Section 7.9.5 of the Collective Bargaining Agreement, requiring employee to acquire a valid first aid/CPR card on their own time within six months of award of job bid**

B. Equal Employment Opportunity Plan:

1. **The following statements will be included in advertisements and announcements for entry-level Operations positions: "The District is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Entry level positions can lead to apprenticeship positions."**
2. **Advertisements and announcements of employment opportunities will be posted with the Grays Harbor WorkSource Center and Area minority communities.**
3. **Apprentices and Journey-level workers will participate in activities sponsored by local schools and other groups to familiarize our community of apprenticeship standards and opportunities; and to convey the equal employment opportunities that exist.**
4. **Grant advance standing or credit for previously acquired experience or training on a case by case basis.**

Discrimination Complaints.

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

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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)].

Lineman and Meterman: The term of apprenticeship shall be not less than 36 months of reasonably continuous employment.

System Dispatcher: The term of apprenticeship shall be not less than 24 months of reasonably continuous employment.

Utility Wireman: The term of apprenticeship shall not be less than 48 months of reasonably continuous employment.

NOTE: The phrase "...of reasonably continuous employment..." denotes a minimum of 1760 straight-time (over-time hours are counted as straight time) on-the-job training hours per each twelve (12) month period computed from the date that the apprenticeship begins, in which case the apprenticeship will be extended for all hours less than 1760 hours per apprentices every twelve (12) months. This would exclude federally mandated items such as active military duty and time off due to FMLA (Family Medical Leave Act) which shall be evaluated on a case-by-case basis and which may result in a temporary suspension or extension of their apprenticeship program for all hours less than 1760 hours per each twelve (12) month period.

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.

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Lineman Apprentice	780 hours of employment	(15%)
Meterman Apprentice	780 hours of employment	(15%)
System Dispatcher Apprentice	520 hours of employment	(15%)
Utility Wireman Apprentice	1040 hours of employment	(15%)

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)].

A. Linemen:

The ratio of apprentices to journey-level workers shall not be more than one (1) apprentice to every crew of two (2) to six (6) journey-level workers, provided, however, each utility district may have one (1) apprentice.

B. Metermen:

The ratio of apprentices to journey-level workers shall not be more than one (1) apprentice to one (1) journey-level worker at the work site. Every employer employing one (1) or more journey-level metermen shall be entitled to one (1) apprentice. The second apprentice may be hired when three (3) or more additional journey-level metermen are employed.

C. System Dispatcher:

The ratio of apprentices to journey-level workers shall not be more than one (1) apprentice to every one (1) journey-level worker at the work site.

D. Utility Wireman:

The ratio of apprentices to journey-level workers shall not be more than one (1) apprentice to every crew of one (1) or more journey-level worker. Every employer employing one (1) or more utility wireman shall be entitled to one (1) apprentice. The second apprentice shall be hired when three (3) or more additional utility wiremen are employed.

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-

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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.

LINEMAN AND METERMAN

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	74.8%
2	7 - 12 months	79.2%
3	13 - 18 months	83.6%
4	19 - 24 months	87.2%
5	25 - 30 months	91.9%
6	31 - 36 months	95.6%

SYSTEM DISPATCHER

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	72.7%
2	7 - 12 months	81.2%
3	13 - 18 months	89.1%
4	19 - 24 months	95.6%

UTILITY WIREMAN

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	74.8%
2	7 - 12 months	77.0%
3	13 - 18 months	79.3%
4	19 - 24 months	82.1%
5	25 - 30 months	85.0%
6	31 - 36 months	88.4%
7	37 - 42 months	92.3%
8	43 - 48 months	96.5%

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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)]

<u>A. Lineman:</u>	<u>Approximate Hours</u>
1. Poles, arms, and guys	1500
2. Conductors, string, splice, D.E., and clip, insulators, switches and cutouts, and other protective devices.....	1500
3. Transformers, rotation, and phasing	500
4. All aspects of OH and UG secondary	300
5. Underground wire and termination, vaults and conduit	500
6. Safety meeting, care and inspection of safety equipment	200
7. Switching, system operations, and miscellaneous	500
8. Hot line work: Construction and maintenance, DE, splice, jumper and tie in conductors, replace poles, arms, insulators and cutouts, trouble shoot O.H. and U.G. outage and faults	<u>1000</u>
TOTAL MONTHS:	36

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B. <u>Metermen:</u>	<u>Approximate Hours</u>
1. Numbering, testing and calibrating watt-hour meters	1500
2. Entering meter test data on required forms & reports	200
3. Testing voltmeters and other electrical instruments	500
4. Repairing, reconstructing, cleaning and painting electrical meters	1500
5. Wiring and checking of meter installations	500
6. Testing meters on customers' premises	400
7. Investigating customers' complaints	400
8. Checking loads and demands	300
9. Installing and removing meters	200
10. Maintenance of demand measurement devices and reading meters, resetting demand registers and changing demand charts	<u>500</u>
	TOTAL MONTHS: 36

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<u>C. System Dispatcher:</u>	<u>Approximate Hours</u>
1. Communication procedures, dispatch office familiarization, dispatch boards, forms, logs, and miscellaneous emergency work procedures.....	1000
2. Safety laws, tagging procedures, switching procedures, introduction to SCADA	1000
3. Substation operation, underground system operations, clearance procedures, SCADA	1000
4. Load management, circuit mapping, switching, storm management, crew call-out, SCADA operation	<u>1000</u>
TOTAL MONTHS:	24

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D. <u>Utility Wireman:</u>	<u>Approximate Hours</u>
1. SAFETY: Meetings, Clearances, Equipment, Switching, Respirators, Confined Space	1000
2. WIRING: Controls, Blueprint Reading, Acceptance Testing Scada	1750
3. TESTING & MAINT: Transformers, Breakers, Regulators, Reclosures, Batteries, Fuses, etc.	2250
4. OIL PROCESSING	350
5. METAL: Fabrication, Welding, Buss, Erection	350
6. RELAY: Testing, Calibration, Repair, Installation	500
7. MISCELLANEOUS	1000
8. SUBSTATION CONSTRUCTION: Forms, Concrete, Transite, Painting, Ground Mat, etc.	<u>800</u>
TOTAL MONTHS:	48

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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)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify):
 - Lineman - Camp Rilea and Grays Harbor Community College**
 - Meterman - Meter Training Course Administered by NW Electrical**
 - Meter School - Seattle Community College or Tacoma**
 - Public Utilities**

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**System Dispatcher - Puget Power-System Operator Training Program
and Delmars Standard Textbook of Electricity**

Utility Wireman - Seattle City Light Wireman Course

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

- (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:

NONE

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.

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)].

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A. General Procedures

Administrative Procedures:

1. The apprenticeship and training programs shall be administrated by the Apprenticeship Committee for Grays Harbor PUD and the apprentice shall conform to these standards.
2. The rules and policies of the Committee as presently in existence or as may be adopted by the Committee shall have the full force and effect of any District rule or policy, provided that they do not conflict with the District's policies or the State apprenticeship rules or policies.
3. Any apprentice has the right to appear before the Committee and the Committee has the right to call any apprentice before it.
4. At the beginning of each apprenticeship there will be a probationary period as established in Section V. During this time the apprentice may elect to return to their former job. If an apprentice elects to return to their former job, they may not bid the same apprenticeship for two (2) years. Before the end of the probationary period the apprentice will appear before the committee and their progress will be evaluated. The Committee will recommend that the apprentice continue with their apprenticeship, go back to their former job, or have an additional period added to their probationary period.
5. At the end of each six (6) month period of employment the apprentice shall appear before the Committee where their progress on the job and in related instruction shall be examined. Action must be taken on each apprentice to approve advancement, accelerate advancement, or extend the present level of the apprentice for a specific probationary period or to cancel the apprenticeship.
6. At the completion of the apprenticeship, the Committee will evaluate the apprentice. If the apprentice is satisfactory in all phases of their training, the Committee will recommend to IBEW Local 77 that the apprentice be given the journey-level exam. If the apprentice is not satisfactory, the apprenticeship can be extended by the Committee. After this extension, the apprentice will be evaluated again, and the Committee will take the appropriate action.
7. Supervision by the journey-level worker shall not be of a nature as to prevent the development of responsibility and initiative.

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- 8. The Committee shall hear and consider all violations of the rules and the apprenticeship agreement, and shall make such rulings, as they deem necessary.**
- 9. An apprentice can submit, in writing, any complaint concerning any phase of their training, to the Committee. The committee will convene a special meeting within five (5) working days to investigate the complaint and take appropriate action.**
- 10. The Committee may recommend that an apprentice be rotated if they believe the apprentice is not receiving proper training or for any reason that will benefit the apprentice.**
- 11. Apprentices shall turn in their Apprentice Work Progress Record to their supervisor at the end of each month and the supervisor will be responsible for bringing them to the next committee meeting. This record should include their RSI hours.**
- 12. The Apprenticeship Committee solicits and appreciates any constructive criticism which will further this program.**
- 13. Grievance Procedure: As in most of life's endeavors, a situation may arise in which the apprentice disagrees. This could involve an instructor's evaluation, absences, journey-level worker's evaluation, or other apprenticeship training policy or procedure. The following procedures will be used to resolve these misunderstandings as quickly as possible. It cannot be over stressed that the apprentice's actions in these regards should not disrupt the related training classes or other apprentices.**
 - a. The apprentice's first course of action should be to calmly discuss the problem or situation with the instructor or journey-level worker. Often times a simple discussion or explanation before or after class, or on the job, is all that is needed to resolve most problems.**
 - b. Should this action be unable to resolve the problem, the apprentice may request (in writing) the opportunity to appear before the Grays Harbor Apprenticeship Committee at their next scheduled meeting or a special meeting can be called by the committee. The request should clearly state the problem the apprentice is experiencing, the actions that have been taken to resolve it, as well as any ideas as to what will be required to resolve the matter.**
 - c. Should this action be unable to resolve the problem, the apprentice can ask the Committee for reconsideration of its decision.**
 - d. Should this action be unable to resolve the problem, the apprentice can utilize the review process established by the State Apprenticeship & Training Council. The State Apprenticeship & Training Council has final authority over all apprenticeship issues.**

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14. Failure to maintain employment as an apprentice with Grays Harbor PUD No. 1 will result in cancellation of the apprenticeship agreement.

Disciplinary Standards:

1. The Apprenticeship Committee has the authority to take action against any apprentice for conduct or performance not in compliance with these standards. The Committee and/or its designate shall notify the apprentice of any violations of these standards and the apprentice shall be subject to the disciplinary action procedures as outlined below.
2. Periodic advancement of apprentices shall have the following requirements:
 - a. Full attendance at school. There will be no excused late arrivals, absences, or early dismissals from class without proper approval. Any apprentice reporting absent more than two days in a calendar year will be called before the Committee.
 - b. Satisfactory grade in school--75% average minimum grade.
 - c. Satisfactory reports from both employer and journey-level workers.
 - d. Work experience reports, with RSI hours, turned in monthly.
3. Disciplinary action procedures are as follows:
 - a. *1st infraction*: A written warning.
 - b. *2nd infraction*: Appearance before the Apprenticeship Committee by the apprentice to justify why advancement should not be denied, his/her apprenticeship agreement should not be canceled, or whatever other action is being contemplated by the Apprenticeship Committee.
 - c. *3rd infraction*: Cause for possible immediate cancellation of the apprenticeship agreement.
4. If the apprentice fails to appear before the Committee after due notice, disciplinary action may be invoked without a hearing.

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)

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- 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

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.

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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)
- 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

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- 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.

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

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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:

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

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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.

1. **The Grays Harbor P.U.D. No. 1 Apprenticeship Committee shall be composed of members representing the District and members representing the Union, International Brotherhood of Electrical Workers, Local 77, selected by the groups they represent.**
2. **Any member of the Committee may be removed for cause and replaced by proper action on the part of the organization, which he/she represents. Any officer or Committee member may be removed by the sponsoring organization upon recommendation by a majority vote of the Committee, for dereliction of duty or misconduct in office. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.**

Quorum: **A quorum shall be 50% plus one, of the voting members. All disciplinary actions must be taken by a full Committee.**

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

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The employer representatives shall be:

**Dale Benner, Secretary
PO Box 480
Aberdeen, WA 98520**

**Schuyler Burkhart
PO Box 480
Aberdeen, WA 98520**

**Steve Easton
PO Box 480
Aberdeen, WA 98520**

**Vaughn Hamilton
PO Box 480
Aberdeen, WA 98520**

**Sarah Ainsworth, Alternate
PO Box 480
Aberdeen, WA 98520**

**Linda Trygstad, Alternate
PO Box 480
Aberdeen, WA 98520**

The employee representatives shall be:

**Jeff Willis, Chairman
PO Box 480
Aberdeen, WA 98520**

**Jake Burbidge
PO Box 480
Aberdeen, WA 98520**

**Todd Furth
PO Box 480
Aberdeen, WA 98520**

**Scott German
PO Box 480
Aberdeen, WA 98520**

**Tim Medley, Alternate
PO Box 480
Aberdeen, WA 98520**

**Gary Forster, Alternate
PO Box 480
Aberdeen, WA 98520**

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

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.

NONE