



**STANDARDS OF APPRENTICESHIP
adopted by**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
CONSTRUCTION LINEMAN	49-9051.00	7000 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:

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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):

The terms Journeyworker, Journeyworker lineman, and Craftsman as used in these Standards, are meant to define a recognized level of competency and include both male and female.

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The science of electricity is constantly changing and expanding at an ever increasing rate. From its inception, the electrical industry has kept pace with new technologies and is now one of the largest industries in the United States. The amount of electrical energy consumed by our homes, businesses, and industries continues to increase. The challenge of transmitting this increased amount of energy from the generating stations and distributing it to customers is bringing about many changes in the construction and maintenance techniques employed. This rapid expansion means that lineman apprentices must be given sound basic training in the knowledge of the occupation, supplemented by sufficient instruction in the theories of electrical science.

The electrical occupation is unique in that it is mechanical, technical and professional. In order to meet industry demands in an ever evolving technological environment, the electrical industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities necessary to proficiently perform the individual job tasks associated with the work processes of the occupation. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The Electrical Industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the electrical worker is constantly called upon to make decisions concerning proper performance methodology.

Today's electrical installations are complex and highly sophisticated. To meet the increased electrical demand, transmission and distribution voltages have been steadily increasing. Faulty installations often prove to be extremely expensive and hazardous. The public must be assured of safety and uninterrupted service. This requires adequate skill and knowledge on the part of each person performing the work. The well-trained Journeyworker takes pride in the appearance of his or her work, and in its technical correctness and structural soundness.

The Area Joint Apprenticeship and Training Committee (AJATC) representing the parties to the area training agreement – The National Electrical Contractors Association (NECA) and The International Brotherhood of Electrical Workers (IBEW) - has dedicated its time to develop an efficient training program so the apprentice can, through a systematic program of related instruction and on-the-job learning, become a well-qualified Journeyworker. The degree of success the AJATC has in its operation will depend entirely upon the willingness of all local parties of the electrical industry to cooperate in this joint activity. Quality training remains a high priority with the IBEW and NECA.

All functions of the AJATC shall be on the basis of non-profit endeavor. The AJATC will adopt and promote nationally developed Apprenticeship Standards and Curricula to insure quality apprenticeship and training for the Industry in the best interest of the apprentice, management, labor, and the public.

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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 the State of Washington.

These standards shall also cover the entire state of Oregon (with the exception of Malheur County) under the terms and conditions of the reciprocal agreement.

These standards shall also cover the Idaho counties of: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone and California counties of Del Norte, Modoc and Siskiyou.

Note: Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the States of Idaho and California, the NW Line JATC will apply the same standards and guidelines to apprentices registered in the program while working in the States of Idaho and California.

II. MINIMUM QUALIFICATIONS:

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

A. ENTRY LEVEL ENTRANCE:

To qualify for interview and ranking applicants must;

Age: Meet the minimum age requirement of 18 at the time of application (must provide evidence of minimum age as required by the AJATC, in accordance with State laws and regulations).

Education: Be at least a high school graduate, or have a GED, or in lieu of a high school diploma or GED, have a two-year Associate Degree or higher.

Show evidence of successful completion of: one full credit of high school algebra with a passing grade of C or better, or one post high school algebra course (e.g. Adult Education,

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Continuing Education, Community College, etc.) with a passing grade of C or better, or provide evidence of having successfully completed the NJATC Online Tech Math Course.

Physical: Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations throughout the term of the apprenticeship agreement.

Testing: None

Other: Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

Possess a valid Class A Commercial Driver License (CDL).

-OR-

B. EXPERIENCED ENTRY:

1. Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of three-thousand, five-hundred (3,500) hours specifically in the electrical line construction industry (work experience must include climbing and other occupational related work applicable to that of a Journeyworker Lineman or Line apprentice), may submit a written Industry recommendation and may qualify for either direct interview; as determined by the AJATC and available apprenticeship opportunities.

a. To qualify under this provision, applicants must:

- (1) physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations throughout the term of the apprenticeship agreement.
- (2) able to climb ladders, scaffolds, poles and towers of various heights.
- (3) able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
- (4) able to read, hear and understand instructions and warnings.

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- b. **Provide to the AJATC proper, undisputable documentation that defines their experience in the electrical line construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The AJATC will examine all documentation submitted to determine qualification of the applicant. The AJATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate. An absolute minimum of three- thousand, five-hundred (3,500) hours of ELECTRICAL LINE CONSTRUCTION WORK EXPERIENCE (including climbing) must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. If selected under this provision, the AJATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.**
- c. **Possess a valid Class A Commercial Driver License (CDL).**
- d. **Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.**

-OR-

C. Military Entry:

1. **An honorably discharged military veteran (as well as Inactive Ready Reserve, Active Reserve and National Guardsman) who completed military technical training and participated in a registered apprenticeship, or completed military technical school in a recognized apprenticeable occupation during their military service applicable to the electrical construction industry (as determined by the AJATC), and can document a minimum of two (2) years of military experience in the military technical occupation, may qualify for either direct interview (must apply within five (5) years from military technical occupation experience); as determined by the AJATC and available apprenticeship opportunities. To qualify under this provision, applicants must:**
 - a. **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations throughout the term of the apprenticeship agreement.**

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- b. Able to climb and work from ladders, scaffolds, poles and towers of various heights.**
 - c. Able to crawl and work in confined spaces such as, manholes and crawlspaces.**
 - d. Able to read, hear and understand instructions and warnings.**
 - e. Have previous military work experience as stipulated above.**
 - f. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience (DD-214), in order to qualify for interview under this provision.**
 - g. Possess a valid Class A Commercial Driver License (CDL).**
- 2. An honorably discharged military veteran will qualify for oral interview by the AJATC (must apply within five (5) years from discharge date). Applicants who have served overseas and/or lived on base for a minimum of two (2) years prior to application will have any existing residency restriction waived. This is a method of direct interview. If selected under this provision, the AJATC will determine using consistent, standard, nondiscriminatory means (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience. To qualify under this provision, applicants must:**
- a. Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations throughout the term of the apprenticeship agreement..**
 - b. Able to climb and work from ladders, scaffolds, poles and towers of various heights.**
 - c. Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
 - d. Able to read, hear and understand instructions and warnings.**
 - e. Provide to the AJATC proper, undisputable documentation of the honorable discharge from military service.**
 - f. Possess a valid Class A Commercial Driver License (CDL).**

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- g. Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.**
- 3. Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements established by the NJATC and recognized by the AJATC and sponsored by community outreach groups, or by the IBEW, NECA, or by the Local, State, Regional or National Building Trades programs, or by the AJATC; may qualify for direct interview; as determined by the AJATC and available apprenticeship opportunities. To qualify under this provision, applicants must:**
 - a. Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - b. Able to climb and work from ladders, scaffolds, poles and towers of various heights.**
 - c. Able to crawl and work in confined spaces such as, manholes and crawlspaces.**
 - d. Able to read, hear and understand instructions and warnings.**
 - e. Meet the minimum age requirement of 18 at the time of application.**
 - f. Provide to the AJATC proper, undisputable documentation confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as: completion/graduation certificates, transcripts, notarized letters of confirmation and sworn statements. Such documentation must remain with the applicant's record. The AJATC will examine all documentation submitted to determine qualification of the applicant. The AJATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate.**
 - g. Possess a valid Class A Commercial Driver License (CDL).**
 - h. Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.**

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- D. **Applicants selected for apprenticeship shall be employed only with participating (signatory) Training Agents upon becoming registered.**
- E. **All selected applicants (including direct entry) must provide the documentation specified to complete their application.**

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. **Selection shall be on the basis of rank from a pool of eligible applicants. All eligible applicants must meet the minimum qualifications established in Section II of these standards**

Age: Meet the minimum age requirement of 18 at the time of application (must provide evidence of minimum age as required by the AJATC, in accordance with State laws and regulations).

Education: Be at least a high school graduate, or have a GED, or in lieu of a high school diploma or GED, have a two-year Associate Degree or higher.

Show evidence of successful completion of: one full credit of high school algebra with a passing grade of C or better, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade of C or better, or provide evidence of having successfully completed the NJATC Online Tech Math Course.

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Provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable. (Note: schools shall be requested to obliterate reference to date of birth, years of attendance, graduation date, age, race and sex, if required by State law or regulation.)

- a. Applicants may apply online at our website at <http://www.nwlinejatc.com>. Applicants will be charged the \$35.00 application fee to begin the online application process. Individuals with income below the Federal Poverty Guideline, who cannot afford the \$35.00 application fee, may request an application fee waiver by submitting a request to nwline@nwlinejatc.com.
- b. Individuals may pick up an application at the following address during normal business hours:

NW Line Office
9817 NE 54th Street, Suite 101
Vancouver, WA 98662

Please note - the \$35.00 application fee for paper applications must be submitted with the completed application.

Applicants may call for more information (360)816-7100, or they may view our website at <http://www.nwlinejatc.com/>.

- c. Applicants that meet the minimum qualifications for interview will be scheduled for an orientation and aptitude test. A qualifying aptitude test score and attendance at an orientation is mandatory before an interview will be scheduled. Any applicant that schedules an interview and does not show up at their appointed time will have their application voided.

Applicants that interview will be scored and placed onto the existing rank listed based on that score. Applicants are offered apprenticeship opportunities in the order which they are ranked.

Ranked applicants must accept a dispatch from the AJATC. Failure to accept an offer of employment will result in the applicant's removal from the ranked list of eligibles.

An applicant may reapply under the following conditions:

- (1) After one year an applicant may reapply if they have obtained 300 hours of on-the-job related experience or classroom training in a related field.

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- (2) After two years with no additional experience or education.
 - d. Those applicants that are re-applying after the cancellation of their apprenticeship agreement with an AJATC must wait a period of at least 1 (one) year after their cancellation date before requesting another application.
2. **EXCEPTIONS:**
- a. **Transfer of Apprenticeship - Direct Entry.**
 - (1) In order to transfer an apprenticeship agreement between two AJATCs having a registered outside apprenticeship program, the following requirements must be met:
 - (a) The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
 - (b) The apprentice's sponsoring AJATC must agree to the transfer, acting on behalf of the official program sponsor's for the IBEW and NECA.
 - (c) The receiving AJATC must agree to accept the transfer acting on behalf of the official program sponsor's for the IBEW and NECA.
 - (d) The receiving AJATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
 - (2) The transferring apprentice must:
 - (a) complete an application form.
 - (b) Provide to the AJATC official documentation pertaining to their participating in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring AJATC (including a copy of the application form and the apprenticeship agreement - properly registered with the Registration Agency) and other information submitted shall be provided to the receiving AJATC. The receiving AJATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving AJATCs permanent files.

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- (c) Upon being accepted by the receiving AJATC, have their existing apprenticeship agreement terminated.
 - (d) have registration proceedings initiated immediately by the receiving AJATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
 - (e) the apprentice will receive full credit for probationary time previously served.
 - (f) sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research, if not previously completed at sponsoring AJATC and is required in Qualification 1) above.
 - (g) submit a DD-214 to verify military training and/or experience if they are a veteran.
 - (h) possess a valid Class A Commercial Driver License (CDL).
- (3) Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an IBEW/NECA outside apprenticeship program.

b. Non-Signatory Journey-level worker: Direct Entry.

An electrical line construction employee of a non-signatory employer not qualifying as a Journey worker when the employer becomes signatory, shall be evaluated by the AJATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. For such applicants to be considered, they must:

- (1) Complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - (a) physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.

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- (b) able to get to and from work at jobsites anywhere within the geographical area that this apprenticeship program covers.
 - (c) able and willing to attend all related classroom training as required to complete their apprenticeship.
 - (d) able to climb and work from ladders, poles and towers of various heights.
 - (e) able to crawl and work in confined spaces such as, manholes and crawlspaces.
 - (f) able to read, hear and understand instructions and warnings.
- (2) provide official, undisputable documentation to show that they were an employee performing electrical line construction work prior to and at the time the employer becomes signatory.
 - (3) Supply the AJATC with required reliable and adequate verification to substantiate previous employment and experience to warrant their registration.
 - (4) Be deserving of advance standing, based upon evaluation by the AJATC
 - (5) sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - (6) posses a valid Commercial Driver License (CDL)
 - (7) submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- c. **Signatory Individual/Non-Signatory Employer**

An individual who signs an authorization card during an organizing effort - wherein thirty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the non-signatory electrical line contractor and does not qualify as an IBEW Journey worker, shall be evaluated by the AJATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of

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direct entry. All employees of the non-signatory electrical line contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:

- (1) Complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - (a) physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - (b) able to get to and from work at jobsites anywhere within the geographical area that this apprenticeship program covers.**
 - (c) able and willing to attend all related classroom training as required to complete their apprenticeship.**
 - (d) able to climb ladders, scaffolds, poles and towers of various heights.**
 - (e) able to crawl and work in confined spaces such as, manholes and crawlspaces.**
 - (f) able to read, hear and understand instructions and warnings.****
- (2) have previous work experience (with non-participating employers(s)) that warrants some OJT credit, based on the provisions of these standards.**
- (3) provide reliable documentation (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.**
- (4) provide official documentation to show length of employment with present electrical line employer and all other previous electrical line employers.**
- (5) sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

d. CREDIT FOR PREVIOUS EXPERIENCE.

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Previous experience will be evaluated and credit awarded by the committee for advanced standing of a new apprentice in the following manner:

- (1) Candidates with previous knowledge and skill acquisition in the electrical line construction industry can ask for and have such work and job experience evaluated by the AJATC prior to signing an Apprenticeship Agreement. Where such experiences warrants, the AJATC will place the apprentice in the appropriate period with commensurate wages as determined by the AJATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.

The AJATC will use consistent and equal ways and means for measuring and evaluating individual to determine how much credit to award, for both OJT and related training.

The AJATC will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJT and related instruction. Hours of OJT credit awarded and related instruction placement level are independent of one another. Those awarded OJT credit and assigned to the appropriate pay period classification may be given additional time to successfully complete related instructional requirement.

- (2) After signing the apprenticeship agreement and being employed the apprentice cannot request an evaluation of past experience.
- (3) Advance standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the AJATC determines.

B. Equal Employment Opportunity Plan:

1. Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.
2. Participation in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and

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- other appropriate personnel with the apprenticeship system and current opportunities therein.
3. **Cooperation with the local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**
 4. **Internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.**
 5. **Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.**

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)].

- A. **The AJATC shall see that each apprentice completes a minimum of 7,000 hours of reasonably continuous supervised employment (OJT). The AJATC shall attempt to provide for participation in all of the work processes as outlined in these standards. This may require more than three and one-half years to complete in view of possible employment lapses. The term of apprenticeship shall be divided into seven periods of advancement of 1,000 hours each.**
- B. **The apprentice shall work the hours that are specified in the applicable CBA. The apprentice's work shall not interfere with attending related instructional classes.**
- C. **The AJATC shall maintain a standard procedure to best ensure reasonable continuous employment for all apprentices. The AJATC, or its subcommittee, shall make all OJT assignments, reassignments and transfers -- ensuring adequate training and employment opportunities. Should the current employer be unable to provide the apprentice full employment on a reasonably continuous basis in the work processes outlined in these Standards, the**

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apprentice may be transferred or reassigned to another participating employer as determined by the AJATC.

- D. In the event that the AJATC is unable to provide an eligible apprentice an OJT assignment, apprentices may seek temporary employment outside of the electrical line construction industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instructional classes. Additionally, apprentices shall remain at all times subject to immediate call by the AJATC for an OJT assignment given by the AJATC.**

Under *NO CIRCUMSTANCES* shall a participating employer be denied the assignment of an apprentice due to an apprentice temporarily working outside the CBA. Failure to immediately comply with instructions to return to the AJATC for an OJT assignment may result in termination of the apprentice's apprenticeship agreement.

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.
- A. The first one thousand four hundred (1400) hours of OJT and satisfactory performance in related classroom training and the apprentice must also demonstrate climbing ability on wood and steel structures either on the job or during 1st Camp Rilea training, during such time shall constitute the probationary period. During this period the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations.**

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- B. During the probationary period, the AJATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.**
- C. Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and reevaluation by the AJATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.**
 - 1. Review Criteria will consist of, but not limited to:**
 - a. Saturday school test scores**
 - b. Camp Rilea test scores and demonstrated climbing ability.**
 - c. Instructor evaluations**
 - d. OJT monthly progress reports**
 - e. NW Line JATC training staff field reports**
 - g. 1st Aid/CPR Training**
- D. Prior to the end of the probationary period, action must be taken on each probationary apprentice to end the probation or cancel the apprenticeship agreement. All interested parties shall be notified of such action.**

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)].

The maximum ratio of apprentices to journey-level worker is established by the area training agreement, a collective bargaining agreement between IBEW Locals 77, 125, 483, 659, and the NW Line Contractors Chapter of the NECA.

- A. The Committee is authorized to register a total number of Apprentices not to exceed a ratio of one (1) apprentice to one (1) journey-level lineman who is normally employed in the area served by this agreement.**
- B. The individual training agents shall employ only registered apprentices secured from the AJATC. The AJATC will determine whether or not an**

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individual training agents with one (1), two (2), or any number of journey-level linemen is entitled to an apprentice, but no training agent is guaranteed any number of apprentices.

- C. The AJATC shall allow each qualified employer a ratio of one (1) apprentice to one (1) journey-level lineman when registered apprentices are available. Such ratio shall apply on any job. Section A and C shall be subject to the conditions listed in the "Apprentice Ratios Memorandum of Understanding" as follows:

Memorandum of Understanding

It is mutually agreed that apprentice ratios of one-to-one shall be allowed subject to the following conditions.

1. A maximum of two (2) apprentices per crew shall be allowed when working on energized conductors when two (2) journey-level workers are present on such crew, which includes the foreman.
2. One of the two apprentices shall be in the hot period.
3. One of the two apprentices shall be required to perform either Groundman or Equipment Operator-type jobs to further their training when the second apprentice is performing work on or around energized conductors.
4. If the crew/contractor is found in violation of this Agreement, this Agreement becomes null and void for any crew that the Foreman may work on for a period of thirty (30) days. A second violation in a 12-month period shall be a 90-day prohibition. A third violation in the same 12-month period shall result in a 12-month prohibition.

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.

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Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	63%
3	2001 - 3000 hours	67%
4	3001 - 4000 hours	72%
5	4001 - 5000 hours	78%
6	5001 - 6000 hours	86%
7	6001 - 7000 hours	90%

A. Step Advancements

1. **Apprentices must continually demonstrate that they are learning or have learned and retained the skills, knowledge and abilities required at an acceptable rate. Apprentices that do not advance through the apprenticeship at an acceptable rate will be subject to cancellation from the program.**
2. **Apprentices are reviewed for step advancement on a monthly basis. Criteria for advancement includes, but is not limited to:**
 - a. **Required OJT hours for the step advancement**
 - b. **RSI grades, attendance records and instructor evaluations**
 - c. **OJT monthly progress reports**
 - d. **NW Line JATC staff field reports**
 - e. **No outstanding balances due**
3. **Apprentices with outstanding balances will have their advancements held until such time all accounts are paid in full.**
4. **Upon being registered into the program and prior to being allowed to work aloft and/or being advanced to the next step, the apprentice must have either documentation of having successful completion of a recognized line school and/or must have successfully completed the Camp Rilea 1st year climbing school.**
5. **Prior to advancing to the 5th step, the following requirements must be met:**
 - a. **Have OJT progress reports supporting the advancement to 5th step.**
 - b. **Verbal recommendation of their current and/or recent foreman and journeyman.**
 - c. **Successfully completed the 2nd year Camp Rilea Training Program.**
 - d. **4,000 hours of on the job training with adequate cold distribution hours (750 - 1,000 hrs).**
6. **Prior to advancement to the 6th step, the apprentice must have at least 100 hours of hot distribution hours.**

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7. Prior to advancement to the 7th step, the apprentice must have at least 500 hours of hot distribution hours.

B. Hot Time Definition

1. Hot hours may only be recorded by hot apprentices when they are actively participating in energized work over 600 volts. Hot work includes the job site hot work preparations (pre-job tailboards, getting needed tools, and PPE, etc.) prior to the actual hands on portion of the energized work. Driving to and from the job site or between job sites is not included in the recorded hot work category. When the apprentice is actively involved in the wire stringing on an energized conductor replacement job (operating the puller or tensioner) these hours may be recorded as energized work, these hours will not make up a significant portion (>100 hours) of the apprentices energized work experience.
2. The hot apprentice must be working under the direct supervision of a journeyman lineman while performing hot work. The foreman and/or the journeyman lineman must sign the hot work section of the monthly progress report in addition to making constructive comments in the space provided on the monthly progress reports.
3. It is the intent of the NW Line Joint Apprenticeship and Training Committee that this hot work hour policy act as a guide for our apprentices and journeymen to improve the recording of hot hours and in doing so attain a more consistent hot work experience for our apprentice linemen.
4. Falsely reporting OJT hours, including hot hours, on the monthly progress reports will result in disciplinary action up to and including termination.

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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)]

The apprentice's work shall not interfere with participation in related instruction classes when such are held.

A. <u>CONSTRUCTION LINEMAN</u>	<u>HOURS</u>
1. Ground	1000
Perform duties as prescribed by the written policy statement of the Committee, providing for work both on the ground and aloft including climbing to assure suitability for the trade before probationary period expires.	
2. Transmission	1600
a. <u>Steel</u>	
Assembly and erection of steel towers, placement of footings, and attachment of insulators and materials, and the stringing, splicing, dead-ending, armor rodding, and clipping of conductors.	
b. <u>Wood</u>	
Framing, erection, and guying of wood-poles and the installation of hardware insulators and conductors thereon	
3. Substations	350
Assembly and erection of steel and wood and the installation and connection of busses, grounds, switches, circuit breakers, transformers, regulators, and other substation equipment.	
4. Underground	1400
Material handling, installing, secondary and primary cable, setting U.G. transformers, terminations and splices, installing conduit on poles.	

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- 5. **Cold Distribution1650**
Setting poles, framing structures, tree trimming, street lights, replacing transformers, guying structures, stringing conductors both primary and secondary.

- 6. **Live Line Maintenance1000**
Rubber glove work on energized primary circuits. Hot Stick work on distribution and sub-transmission voltage.

TOTAL HOURS: 7000

Note: Apprentices are expected to be punctual and ready for work each day. Punctual means being on the job site prior to the starting time prepared for the day's work assignment. Any planned leave from OJT must be prearranged with the AJATC office and your training agent.

OJT absenteeism and/or tardiness will result in disciplinary action up to and including termination.

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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):

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

- twelve-month period from date of registration.*

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- () 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. The AJATC shall secure course material made available through the NJATC and other materials and equipment as deemed necessary by the AJATC.**
- B. When the related instruction is given in a classroom the AJATC shall secure competent instructors whose knowledge, experience and ability to teach shall be carefully examined. The qualification for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructor shall take such teacher training courses as are available from the NJATC or others.**
- C. The time spent in related instruction, which may include web-based or blended learning, shall be in addition to the required 7,000 hours of "on-the-job" training, and shall not be considered hours of work.**
- D. Each apprentice shall be required to satisfactory complete three years of sponsor required related supplemental instructions (RSI) (Saturday School & Camp Rilea). This related classroom training will be separate from the on-the-job training requirements.**
- E. Every apprentice is required to attend and complete classes as required by the AJATC. The AJATC is required to provide at least 144 hours of related training per year to its registered apprentices. Classes are held on Saturdays at specific locations and additional training will be scheduled at the Camp Rilea training facility. In addition to Saturday School and Camp Rilea training, additional training may be required by committee action.**
- F. Schoolbooks and tuition must be paid prior to attending class. The AJATC will not allow refunds for books or tuition.**
- G. Attendance. Apprentices are expected to attend every session of school. Excused absences must be documented and may include job related work verified by your training agent or training agent representative and illness verified by a doctor. Documentation must be presented to the instructor of the AJATC office.**
- H. Non-excused class absences are not tolerated. For the 1st non-excused absence, the apprentice shall be subject to a 30-day hold on advancement. For the second non-excused absence, the apprentice will receive an additional 30-day**

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hold on advancement, and be scheduled to appear before the Committee at their next scheduled meeting.

- I. **Class work missed, due to any type of absence, shall be completed by the apprentice as directed by the instructor.**
- J. **Scores. All apprentices are required to be punctual at work and school, and complete the yearly course curriculum with a minimum average of 80%.**
 - 1. **1st year apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum, and demonstrate the ability to work safely aloft on wood poles and towers. Failure to complete this requirement will result in the apprentice's termination.**
 - 2. **2nd and 3rd year apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum and demonstrate the ability to work with hot sticks from wood poles and steel structures. Failure to complete this requirement will result in committee action including repeating the required Camp Rilea course curriculum or termination.**
- K. **Related Supplementary Instruction Completion. Any apprentice who finishes his or her related training requirements before his or her required work experience shall be held in 7th period automatically until completion of such.**
- L. **If unable to complete work experience within six months of school completion, he or she may be required to return to school for additional training.**
- M. **Any apprentice finishing his or her related training requirements in the middle of a semester shall continue for the remainder of the semester for added work on subjects the AJATC may feel helpful to the apprentice's completion.**
- N. **In the event an apprentice has completed all of their RSI but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the Committee.**
(Variance on RSI granted April 16, 2015)
- 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

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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)].

A. General Procedures

1. **Performance**

Inability to perform any of the minimum qualifications throughout the term of the apprenticeship agreement will result in disciplinary action up to and including termination.

2. **COMMERCIAL DRIVER LICENSE.**

As a condition of employment, Apprentices must maintain a Commercial Driver License (CDL) throughout the term of their apprenticeship agreement. Failure to maintain a CDL for the duration of the apprenticeship agreement will result in disciplinary action up to and including termination. The apprentice must notify their training agent and the AJATC office, in writing within 72 hours, of any traffic citations they are issued that may affect their CDL driving privileges. If an apprentice is terminated from employment due to failure to comply with company policy, the training agent and apprentice will notify the AJATC office as soon as possible.

3. **MONTHLY PROGRESS REPORTS**

a. Apprentices must complete a Progress Report on a monthly basis and must be signed by the apprentice and the Crew Foreman or the General Foreman. In the event the General Foreman and Crew Foreman are unavailable, the apprentice shall submit the Progress Report as required; a copy will be returned to the apprentice for necessary signatures. Reported hours will be recorded, but not credited until signatures are received in the AJATC office.

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- b. Progress reports shall be submitted for months that an apprentice is not working. The apprentice shall write, "Not working" on the form and mail the report as required.**
- c. Reports must be post marked no later than the 10th day of the month following the month for which the report is due (e.g., January's Progress Report is due by the 10th of February). All reports must be in blue or black ink and must be printed and legible. If your report is mailed without a signature from your journeyman or if the comments, hours or signatures are illegible, your report will be returned to you.**

We recommend that you make a copy of your report for your records. This will enable you to provide the information in the event your report is lost in the mail. Once received by the A JATC, copies of progress reports will not be provided to the apprentice.

- d. Mail monthly progress reports to: (Faxed progress reports will not be accepted)**

**Northwest Line Construction Industry JATC
9817 NE 54th St., Suite 101
Vancouver, WA 98662**

- e. Failure to have progress reports in on time shall be cause for the following action:**
 - (1) 1st late Progress Report per Step of Advancement: Hours will be recorded and credit awarded; apprentice will be notified by mail that further late reports will not receive credit.**
 - (2) 3rd late Progress Report per Step of Advancement: the apprentice will be scheduled to appear before the Committee to show cause why his/her agreement should not be cancelled. The AJATC will propose a six-month probationary period.**
- f. Falsely reporting OJT hours, including hot hours, on the monthly progress reports will result in disciplinary action up to and including termination.**

4. ASSIGNMENT PROCEDURES.

- a. The training agent requesting an apprentice will call JATC director and notify the director of the contractor's specific requirements and type of work involved. The director will provide the name of that apprentice that best meets the requirements of the JATC for the apprentice's advancement in the program.**

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- b. An apprentice applicant or a registered apprentice must accept a dispatch from the AJATC and/or a transfer (from one job location to another job location) by his/her current employer. Any apprentice refusing transfer or assignment will be subject to cancellation from the program.
- c. An apprentice does not have the privileges of a journey-level worker and shall not quit a job without permission of the AJATC, although the apprentice does have the right to refuse work that is unsafe. Any apprentice quitting a job without the permission of the AJATC will be subject to cancellation from the program.
- d. When an apprentice is terminated for cause, the employer and the apprentice will notify the AJATC immediately. The employer shall report the reason(s) for termination. The apprentice shall be scheduled to appear at the next scheduled AJATC meeting.

5. SAFETY AND HEALTH TRAINING

- a. The JATC requires the apprentices to respect work assignments and to follow safety rules and policy of the employer. The JATC will expect contractors, line foremen and linemen to train the apprentice linemen in the proper and most productive work methods. Failure to comply with a contractor's/training agents safety policy, or any act which endangers self or others as a result of an unsafe act, may result in disciplinary action up to and including termination.
- b. 1st Aid/CPR and Flagger Traffic Control & Flagging Certification: As a condition of employment, apprentices must be certified in 1st Aid/CPR and Traffic Control & Flagging. Failure to maintain certification throughout the term of the apprenticeship agreement will result in disciplinary action up to and including termination.
- c. Alcohol and Controlled Substance Abuse: Failure to comply with a contractor's/training agents' Drug and Alcohol Policies will result in disciplinary action up to and including termination. All apprentices are required to sign a release to allow the NW Line JATC to have access to your drug and alcohol test results.

B. Local Apprenticeship Committee Policies

1. Dishonest Behavior:

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- a. **The AJATC has a zero tolerance policy on cheating and dishonesty. Cheating is defined as any action wherein a person defrauds, deceives, or violates regulations unfairly. This includes but is not limited to:**
 - (1) **Writing formulas, codes, and key words on your person or objects for use in a test.**
 - (2) **Take someone else's assignment and submit it as your own.**
 - (3) **Obtaining privileged test information before the testing situation.**
 - (4) **Submitting fraudulent progress reports.**
 - b. **Any apprentice that is caught or suspected of cheating will be called before the committee and face disciplinary action up to and including termination from the apprenticeship.**
 - c. **Any apprentice terminated for cause will not be allowed to reapply for a period of one (1) year from the date of termination.**
2. **An employer or apprentice who has a dispute with the AJATC must proceed as follows:**
- a. **Reduce the grievance/concern to writing and submit it to the AJATC office no later than ten (10) calendar days before the next scheduled AJATC or Sub-Committee meeting date for placement on the agenda.**
 - b. **Attend the meeting and attempt a resolution of the dispute.**
 - c. **The outcome will be communicated in writing to the apprentice and/or training agent, and the Washington Department of Labor and Industries, Apprenticeship Division within (10) calendar days.**
3. **Personal Records & Files**
All records and personal files are the sole property of the AJATC and will be used only by the AJATC or AJATC Director and staff as needed to perform the daily duties of the AJATC office, including but not limited to the overall performance of the apprentice.

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

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- 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:

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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

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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.

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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.

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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.
4. **Safety and Health Training:**
 - a. **While the apprentice is on the job site, it shall be the exclusive responsibility of the training agent/Employer to provide the apprentice a safe and healthful work place and conditions of employment and work assignment that the apprentice can safely perform. Nothing in these standards is intended to diminish the training agent's exclusive responsibility in this regard, or to make the JATC and/or its officers, agents or representatives liable for any employee's job-related injury, illness or death.**
 - b. **All such work shall be performed under the supervision of a journey-level worker, acting on behalf of the Employer.**
 - c. **The AJATC expects the apprentices to respect work assignments and to follow safety rules and policy of the training agent. The AJATC will expect contractors, line foremen and linemen to train the apprentice linemen in the proper and most productive work methods.**
 - d. **Apprentices have the right, as do all employees, to refuse to perform work they deem to be unsafe. Refusing to perform a job task, which the apprentice believes in good faith to be unsafe, shall not be grounds for termination of an apprentice's apprenticeship agreement. If an apprentice determines a job task to be unsafe, the apprentice shall not perform the job task and report his or her concerns to the job foreman. The chain of command for reporting unsafe work practices, or work related problems, is as follows;**
 - (1) **Job Foreman**
 - (2) **Job Superintendent**
 - (3) **Shop Steward**
 - (4) **Safety Director or Safety Representative**
 - (5) **AJATC Director**
 - (6) **Training Agent Manager**
 - (7) **Union Business Representative**
 - (8) **State Department of Labor and Industries, Safety Division**
 - e. **If the Job Foreman, Supervisor, Safety Director, or Shop Steward has not responded, then the apprentice shall contact the AJATC Director. The AJTAC Director will contact the training agent and the local union**

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by phone and in writing stating the concern of the apprentice. This should not be interpreted to mean that the apprentice should skip contacting the Job Foreman, Supervisor, Safety Director or Shop Steward. Although the apprentice is registered to the AJATC, he is also an employee of the training agent and has the same rights and responsibilities as do all employees.

- f. This chain of command procedure in no way shall interfere with an employee's (apprentice's) legal rights to contact or communicate safety concerns to their union or the appropriate state agencies.
- g. The AJATC will report any and all reports of unsafe work practices or work conditions that they become aware of to the training agent and to the area IBEW Local. If an unsafe worksite condition is brought to the AJATC's attention, it shall be investigated immediately by the AJATC and brought to the attention of the training agent and the Local Union. Failure to respond to any recommendations made by the AJATC shall be just cause for removing any remaining apprentices from a specific jobsite or from the employer.
- h. Accident Reporting
Training Agents employing A JATC Apprentice Linemen are required to notify the A JATC Training Director of all accidents of a serious nature (accidents resulting in loss time or hospitalization). All apprentices will be removed from the crew(s) involved in the accident until such time as the training agent has determined the cause(s) of the accident and taken steps to correct safety issues. Once the corrective measures have been instituted, the AJATC Training Director may dispatch apprentices to the crew(s) involved in the accident.
- i. Alcohol and Controlled Substance Abuse
As a condition of employment with the training agents participating in the A JATC Apprenticeship Program, all apprentice lineworkers will be required to participate in the Northwest Line Constructors Chapter - N.E.C.A. Drug Free Workplace Policy or other individual training agent's Drug Free Workplace Policy. Failure to comply with a training agent's Drug and Alcohol Policies will result in disciplinary action up to and including termination. All apprentices are required to sign a release to allow the AJATC to have access to your drug and alcohol test results.

5. TRANSFER OF APPRENTICES AND CONTINUITY OF EMPLOYMENT

- a. The AJATC has full and sole responsibility to transfer and assign all AJATC apprentices. All transfers and assignments for work shall be

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issued by the AJATC through the applicable referral office, which will provide the apprentice a clearance to the job.

- b. **The AJATC will delegate to the AJATC director all necessary authority to transfer and assign apprentices. The AJATC director shall handle the transfer and assignment of apprentices from one local union to another as determined by the AJATC. The AJATC director will depend on the active cooperation of the applicable referral office to implement timely and efficient transfers.**
- c. **When all registered apprentices have been dispatched, the dispatcher will call the AJATC office for new apprentices that are required. The AJATC office will notify the new apprentice from the pool to report to proper dispatcher for assignment. New apprentices will be dispatched from the pool by rank, as slotted after interviews, with those placed highest having first priority.**
- d. **1st period apprentices and higher step apprentices that have not been properly trained in climbing shall be used in groundsman classification.**
- e. **All work on energized conductors over 600 volts shall be restricted to the 5th, 6th and 7th periods of apprenticeship. Prior to an apprentice being advanced to the 5th step, the apprentice must have successfully completed the 2nd year Camp Rilea course curriculum and have received progress reports attesting to the apprentices abilities to start training in the energized area (over 600 volts). Apprentices working on hot work shall be under the direct supervision of a journey-level worker.**

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 Area Joint Apprenticeship and Training Committee for the Electrical Contracting Industry hereinafter called the "Committee" shall be composed of

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eight (8) members: four (4) to represent the Chapter of the National Electrical Contractors Association, Inc., and four (4) to represent the district(s) of the International Brotherhood of Electrical Workers, as set forth in the Area Training Agreement.

Quorum: A Quorum shall consist of a minimum of two (2) representatives each from NECA and IBEW members of this JATC.

Program type administered by the committee: GROUP JOINT

The employer representatives shall be:

**Dave Jones, Chairman
PTI
18048 NE 86th Ave
Battle Ground, WA 98604**

**Shawn Spencer
Mountain Power
5299 North Pleasant View Road
Post Falls, ID 83854**

**Troy English
Wilson Construction
PO Box 1190
Canby, OR 97013**

**Mike Morrison
Potelco, Inc.
14103 Stewart Road
Sumner, WA 98390**

**Stacy Wilson, Alternate
Wilson Construction
PO Box 1190
Canby, OR 97013**

**Mark Swanson, Alternate
Potelco, Inc.
14103 - 8th Street East
Sumner, WA 98390**

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The employee representatives shall be:

Banjo Reed, Secretary
IBEW Local 659
4480 Rogue Valley Hwy, Ste. #3
Central Point, OR 97502

Robert Clarkson
IBEW Local 125
17200 NE Sacramento
Gresham, OR 97230

Rick Strait
IBEW LU 77
N 1506 Washington St
Spokane, WA 99201

Byron Allen
IBEW LU 483
3545 Alder St
Tacoma, WA 98409

Travis Eri, Alternate
IBEW LU 125
17200 NE Sacramento
Portland, OR 97230

Lennie Ellis, Alternate
IBEW Local 659
4480 Rogue Valley Hwy, Ste. #3
Central Point, OR 97502

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.

Michael Kiessling
9817 NE 54th St., Suite 101
Vancouver, WA 98662