



STANDARDS OF APPRENTICESHIP
adopted by

PACIFIC NORTHWEST IRONWORKERS AND EMPLOYERS LOCAL #86
APPRENTICESHIP COMMITTEE

| <u>Skilled Occupational Objective(s):</u> | (sponsor) | <u>DOT and/SOC</u> | <u>Term</u> |
|---|-----------|--------------------|-------------------|
| IRONWORKER | | 47-2221.00 | 8000 HOURS |



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

APPROVAL:

JULY 8, 1953
Initial Approval

OCTOBER 19, 2007
Committee Amended

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Standards Amended (review)

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Standards Amended (administrative)

By: LAWRENCE "PETE" CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and 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 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 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. Sponsors shall notify apprentices of changes as 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 (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

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

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

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(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

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

II. MINIMUM QUALIFICATIONS:

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

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

Education: N/A

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

Testing: N/A

Other: **a. Must be able to read, write, and speak the English Language.
b. Dependable transportation to jobsites within the geographic area of these standards.
c. Must possess valid driver's license.
d. Provide copy of Social Security Card for employment purposes.**

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, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the

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apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. **Apprenticeship applications will be accepted year round, one day per month. Additional application days may be added, as needed, to meet the demands of the trade. Applications must be filled out by the person applying, in person, at the office of the Apprenticeship Coordinator.**

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

2. **Each applicant must provide the Apprenticeship Committee with a copies of a valid drivers License, Social Security Card and proof of reliable transportation (such as vehicle registration) as stated in the minimum qualifications above to be attached to the application at the time of they apply. Any applicant wishing to improve upon their application or wanting to receive credit for education, military service, previous experience in the trade or related experience must provide copies of documentation within 45 days.**
3. **Individuals who provide all documentation requested in #2 above will be scheduled for the minimum qualification screening day based upon the date of application. Consideration will also be given to invite applicants who are referred through Helmets to Hardhats, Veterans, graduates or participants of pre-apprenticeship programs (must be verified) and females. Minimum qualification screening day score is pass/fail; a passing score is required.**
4. **Individuals who receive a passing score for the minimum qualification screening day or who have verified 500 hours of previous work experience shall attend a Safety Orientation. Safety Orientations will be held periodically. A score of 80% or better is required. Applicants will be placed on a ranked list in order of score.**
5. **The Apprenticeship Committee or authorized agent shall select persons based on their:**
 - a. **prior construction work experience or work experience in other industries or work operations similar to work operations in the ironworkers trade**
 - b. **particular skills or training already possessed by the applicant**
 - c. **general work history**
 - d. **rating in an orientation**
 - e. **participation in helmets to hardhats program, and Veterans**

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- f. participation in the National Ironworkers Training Program for American Indians.

- 6. Persons who meet the minimum qualifications shall submit to drug testing at the safety orientation as a condition of employment, at no cost to applicant, and must pass with a negative finding or the applicant will be removed from the pool of eligible applicants. Applicants failing a pre-employment drug test must wait a minimum of 120 days to reapply for apprenticeship to the Pacific Northwest Ironworkers and Employers, Local #86 Apprenticeship Committee.

- 7. Qualified applicants shall remain in contact with the apprenticeship office as deemed necessary by the apprenticeship staff. Inability to do so will result in the qualified applicants' removal from the list.

- 8. Qualified applicants with verified previous work experience may be granted credit by the Apprenticeship Committee after careful review of the merits of each individual case.

- 9. **EXCEPTIONS: (Direct Entry)**
 - a. Individuals relocating from other SAC (State Apprenticeship Council) or US Department of Labor Office of Apprenticeship approved Ironworker Apprenticeship programs may receive direct entry into the apprenticeship provided the individual completes an application, meets the minimum qualifications (except for attendance at minimum qualification screening day) and submits to drug testing and passes with a negative with a negative finding, at not cost to applicant.

- 10. **EXEMPTIONS:**
 - a. When an employer becomes a training agent, employees not qualifying as journey-level workers shall be evaluated by the sponsor using constant standard nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. These individuals must complete an application, meet minimum qualifications stated in Section II above (except attendance at minimum qualification screening day), attend a Safety Orientation with a passing score (80% or better) and pass a drug test with negative findings, at not cost to applicant.

 - b. The individual who signs an authorization card during the organizing effort of an employer wherein 50% or more of the employees have signed and whether or not the individual is approved as a training agent, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of

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apprenticeship based on previous work experience and related training. These individuals must complete an application, meet minimum qualifications stated in Section II above (except attendance at minimum qualification screening day), attend a Safety Orientation with a passing score (80% or better) and pass a drug test with negative findings, at not cost to applicant.

B. Equal Employment Opportunity Plan:

1. **Use Coordinator, Instructors and office staff to promote affirmative action program by participating in workshops designed to familiarize potential applicants with the Ironworkers Apprenticeship Program and current job opportunities. Speak to organizations whose purpose is to present opportunities to minorities and women. Engage in OUTREACH or other such programs, designed to recruit, pre-qualify and place minorities and women (minority and non-minority) in apprenticeship, such as ANEW, SVI, NOW or other non-traditional pre-apprentice training programs.**
2. **Disseminate information by brochure. Send letters to minority organizations to attract potential applicants.**
3. **Select new apprentices from lists of qualified applicants, in other than order of ranking, so as to reach women (minority and non-minority) and minorities.**

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

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

V. INITIAL PROBATIONARY PERIOD:

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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:

- Is the period following the apprentice's acceptance 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 unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

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

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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

Any employer shall be permitted to employ apprentices on structural, reinforcing, or rigging jobs at the ratio of not less than one (1) apprentice to every four (4) journey-level workers and shall employ apprentices on ornamental work at which is normally performed by two (2) ironworkers, one (1) may be an apprentice. The ratio shall not be less than one (1) apprentice to every four (4) journey-level workers, based on the annual average employment of journey-level ironworkers by the individual employer. In no event shall the ratio exceed one (1) apprentice to every one (1) journey-level worker per job-site, work group, or shop.

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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. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

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

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

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

- A. Pension and annuity contributions are eliminated for all apprentices for the first through second period of apprenticeship. (However, apprentices will receive pension credits for all hours worked.)**
- B. No advancements will be allowed without monthly work reports being current.**
- C. If an apprentice is thirty (30) or more days late turning in monthly work reports, he or she will not receive credit for the hours submitted.**
- D. Apprentices with current welding certification and who are assigned as welders will be paid the journey-level worker scale while so employed.**

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VIII. WORK PROCESSES:

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

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

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

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/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.

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

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 L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, 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.

The methods of related/supplemental training must consist of one or more of the following:

- Supervised field trips
- Approved training seminars
- A combination of home study and approved correspondence courses
- State Community/Technical college: **South Seattle Community College and Bates Technical College**
- Private Technical/Vocational college
- Training trust
- Other (specify):

204 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. **Each apprentice shall attend daytime, Saturday, or evening supplemental classes annually. Failing to attend scheduled classes will be cause for disciplinary action, suspension, or cancellation from the program. All Apprentices must maintain a grade point average of 80% (B) to qualify for advancement.**

- B. **An apprentice who is late for class or leaves early will be required to make up the class hours in a manner acceptable to the Committee. Excessive absenteeism, being late, or leaving class early, will be cause for disciplinary action, suspension, or cancellation from the program.**

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 committee'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 Apprenticeship Committee 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 296-05-009).

A. General Procedures

- 1. **Any apprentice leaving the jurisdiction of the Seattle Area Ironworkers Apprenticeship Committee to work at the trade without first receiving approval of the Committee will be subject to cancellation.**

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- 2. Each apprentice will purchase the recommended tools at the time indicated by the Coordinator, as authorized by the Apprenticeship Committee. The tool list will be provided at the safety orientation.**
- 3. Each apprentice will maintain contact with the apprenticeship office by submitting a monthly work report, regardless of employment status, to the training office by the 7th day of the following month. Failing to do so is a violation of this requirement and may result in disciplinary action, suspension or cancellation.**
- 4. Apprentices not attending related training and who are not employed shall be available and accept all job referrals offered by them. While employed, all apprentices must be on time and all absences must be excused. Apprentices must not quit or be fired. Any violation of these requirements may result in disciplinary action, suspension, or cancellation.**
- 5. Apprentices who have been canceled within the initial probationary period must wait a minimum of 1 year to reapply to the Pacific Northwest Ironworkers and Employers Local #86 Apprenticeship Committee and must attend and pass a minimum qualification screening day, attend a safety orientation and submit to drug testing and pass with a negative finding.**
- 6. Apprentices who have been canceled outside the initial probationary period must submit in writing a request to reapply to the Pacific Northwest Ironworkers and Employers Local #86 Apprenticeship Committee and must request to reapply in person at the next regular committee meeting.**
- 7. Apprentices must notify the Coordinator's office and union office of any change to address and/or telephone number with 48 hours (update to union office if required).**

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8. a. **Disciplinary hours related to conduct include:**

| | |
|--|--|
| Failure to call Coordinator and Dispatch after layoff (call to dispatch made if required) (by the following business day after termination) | 200 hours |
| Failure to be available for work (Unless prior arrangements for time off or vacation have been made) | 200 hours |
| Unexcused absence from work | 200 hours |
| Unauthorized quitting of a job | 300 hours and cited to appear before JATC |
| Fired from a job (termination "for cause") | 300 hours and cited to appear before JATC |

b. **Disciplinary hours related to RSI include:**

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

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

B. Local Apprenticeship Committee Policies

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

C. Complaint and Appeal Procedures:

All approved 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(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

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- Committee/organization 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 will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 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 local committee/organization disputes supervisor decision:

Within: 30 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 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

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

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative 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 L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/eForms> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:

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- 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

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - 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

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 L&I 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 L&I.

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

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement

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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.
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

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and/or the list of approved training agents to the department within thirty days of said action.

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

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

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

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

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

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

Quorum: **See Above.**

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

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

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

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

Brian Thomas
Skanska
221 Yale Ave N Ste 400
Seattle, WA 98109

Clint Calhoun, Alternate
International Steel
PO Box 109
Buckley, WA 98321

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

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The employee representatives shall be:

Steve Pendergrass, Chairman
4550 South 134th Place #102
Tukwila, WA 98168

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

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

Douglas Smith, Alternate
4550 134th Place #102
Tukwila, WA 98168

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, 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.

Erich Smith
4550 South 134th Place, Suite 101
Tukwila, WA 98168