



STANDARDS OF APPRENTICESHIP
adopted by

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
CONSTRUCTION EQUIPMENT OPERATOR		47-2073.02	6000 HOURS
HEAVY DUTY REPAIRMAN MECHANIC		49-3042.00	6000 HOURS
HOISTING ENGINEER		53-7041.00	6000 HOURS
TECHNICAL ENGINEER		17-1022.00	6000 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:

APRIL 18, 1974
Initial Approval

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Committee Amended

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Standards Amended (review)

JULY 22, 2005
Standards Amended (administrative)

By: LAWRENCE "PETE" CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

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.

Labor and management in Western and Central Washington have adopted the apprenticeship system as a means of providing a continuing supply of skilled operating engineers for all branches of the industry.

The progress and growth of the building, heavy highway, and engineering construction, has created the need for a variety of sophisticated and costly equipment. The Operating Engineers Regional Training Program JATC, composed of equal numbers of employer and employee representatives, working in cooperation with the Washington State Apprenticeship and Training Council, have developed these Standards.

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

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

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.

The area covered by these Standards shall include the following counties or parts of counties in the state of Washington: Chelan, Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Lewis, Mason, Pierce, San Juan, Skagit, Snohomish, Thurston, Whatcom and that portion of Okanogan, Douglas, and Yakima counties lying west of the 120th meridian; and Pacific county, except for that portion which lies south of a parallel line extended east from the northern boundary of Wahkiakum County, to the Pacific Ocean.

II. MINIMUM QUALIFICATIONS:

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

Age: Not less than eighteen (18) years.

Education: Applicant must have a high school diploma or G.E.D. at time of application. A Waiver for a high school diploma/G.E.D. may be granted for applicants who can provide documentation that they have worked two (2) or more years in the construction industry. The applicant must also meet a minimum score of 80% or better on the math and reading tests administered by the Apprenticeship program in order for the waiver to be granted.

Heavy Duty Repair/Mechanic applicants must have two (2) years vocational training of the trade or equivalent.

Physical: The applicant must be physically able to perform the work of the trade.

Testing: All applicants must complete the mathematics and reading tests. Technical Engineer applicants must attain a minimum score of 80% in both mathematics and reading to be eligible for consideration. Math and reading scores for all other applicants are for advisory purposes only, except as noted above when requesting waiver for education requirement (possession of high school diploma or GED).

Other:

- 1. Applicants must have a valid Washington State Drivers license and dependable transportation.**
- 2. Applicants must be able to write and speak the English language.**

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

3. All applicants shall submit to the Training Office copies of the following documents in order for their application to be considered completed:
 - a. Document showing proof of age (such as copy of birth certificate, passport or driver's license).
 - b. Copy of High school diploma or GED.
 - c. DD-214 (if applicable) to show proof of related military work experience or training.
 - d. Copy of Social Security card (for identification purposes only).
 - e. Resume
 - f. Work history
 - g. Employer letters of recommendation - minimum of one (1), maximum of three (3).
 - h. Any additional information beneficial to the applicant.

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 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. To be considered for selection all applicants must meet the Minimum Qualifications described in Section II (above).
2. Applications for the apprenticeship program may be obtained on-line at www.oetraining.com or from the Training Office at: Operating Engineers Regional Training Program, 16921 Vantage Highway, Ellensburg, WA 98926, phone: 509-968-3203. All applications will be recorded in a log.
3. Applications and required documentation must be submitted to the Training Office at the address above.

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

- 4. A record shall be kept in the Training Office indicating the number of each application, the date the application is obtained, date proof of age is submitted, education, and other materials are received, the results of the interview, and final disposition.**
- 5. At least fifteen (15) days prior to selecting apprentices, qualified applicants will be notified of time and place to appear for an interview. Interviews will be scheduled on an as-needed basis.**
- 6. Completed applications will be scored based on the documentation provided regarding education, background, work history, resume, and any other materials or information supplied by the applicant. The interview will result in a final score based on application score, results of mathematic and reading tests and the interview questions. Applicants who submit letters of recommendation from signatory employers with the intent-to-hire may be granted up to ten (10) bonus points. Applicants receiving a final score of 80% or better will be placed in the ranked pool of eligible applicants. Those not selected for apprenticeship from the ranked pool of eligible applicants before the next application cycle or those not meeting the minimum 80% final score must reapply for future consideration when they are eligible.**
- 7. The top applicants from the pool of eligible applicants (number to be determined by the Apprenticeship Committee) may be required to attend and satisfactorily complete Operating Engineers Safety and Orientation Training for Heavy Duty Mechanic Repairman, Construction Equipment Operator, Technical Engineer, or Hoisting Engineer prior to apprenticeship registration and prior to dispatch to employment. Time spent in Operating Engineers Safety and Orientation Training instruction classes shall not be considered as hours of work or as hours of Apprenticeship, and no payment will be issued for time so spent. Also, qualified applicants from the ranked pool of eligible applicants may be selected on the basis of highest ranking score or in accordance with Section III.B.4 of these standards as work opportunities arise.**
- 8. Applicants selected for apprenticeship will be required to pass (with negative results) a pre-employment drug screening test before registration.**
- 9. Selected applicants and/or those attending the Safety and Orientation Training shall provide evidence of successfully meeting the physical requirements specified in the Department of Transportation CDL physical assessment.**
- 10. It shall be the responsibility of the applicant to keep the Training Office advised of a current phone number and address where they can be reached upon short notice. Failure of applicant to comply will void the application.**

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

11. To permit review, informational material used for evaluation and grading of each applicant shall be retained for at least five (5) years.
12. Applications will become void if applicant does not reapply upon timely notice or in any event after two (2) years.
13. Exceptions: (Direct Entry) - Individuals entering by any of the methods listed below will be required to pass a pre-employment drug screening test with negative results.
 - a. Persons who have successfully completed approved National Apprenticeship Committee and local Apprenticeship Committee criteria programs such as IUOE Job Corps programs and TERO programs, those who have successfully completed committee approved pre-apprenticeship programs and those referrals received via "Helmets-to-Hardhats" may be granted direct entry into apprenticeship openings without regard to ranked eligibility lists as soon as they meet the minimum qualifications.
 - b. To admit individuals, as direct registrations into the Apprenticeship program, who sign an authorization card during an organizing effort wherein at least fifty-one percent of the employees have signed, whether or not the employer becomes signatory. Individuals will be admitted without regard to present minimum qualifications, eligibility list, or the necessity of passing written apprenticeship entrance tests. Credit for previous experience may be granted for individuals placed into apprenticeship in this manner based on previous work experience and related training.
 - c. An employee of a non-signatory employer not qualifying as a journey level worker when an employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriated period of apprenticeship based on previous work experience an related training.
 - d. If an employer has not participated in the training of an apprentice for at least two (2) years, the employer may select the initial apprentice from those bona fide employees who have been on their payroll for at least three months prior to the employer's request for an apprentice.

The selected candidate must meet the minimum qualifications for entry in the trade. Once the initial selection of an apprentice has been made, the employer is thereafter restricted to selection from applicants in the applicant pool established by the sponsor.

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

- e. **Military Veterans: Military veterans who completed military technical training school in any occupation covered by these Standards may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for the completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or gender.**

B. Equal Employment Opportunity Plan:

1. **Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
2. **Engage in OUTREACH or other such programs, where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship. (If signatory to OUTREACH program, attach appropriate documents.)**
3. **Use minority and/or women (minority and/or non-minority) journey level workers and/or apprentices to promote the affirmative action program.**
4. **Direct referral into apprenticeship openings of IUOE Job Corps graduates successfully completing a specific trade. Pre-apprenticeship IUOE Job Corps program and Helmets-to-Hardhats referrals without regard to present eligibility lists.**
5. **Selection from lists of qualified applicants for apprenticeship, in other than order of ranking, so as to reach women (minority and/or non-minority) and/or 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.

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

The term of apprenticeship for Construction Equipment Operator, Heavy Duty Repairman Mechanic, and Technical Engineer, and Hoisting Engineer shall be 6000 hours in the approved schedule of work experience for the specific classification.

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:

- 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.

All apprentices shall be subject to a probationary period not to exceed the first 1,200 hours of employment. During this period the apprenticeship agreement may be terminated by the Apprenticeship Committee or by the apprentice.

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))

An employer employing one (1) or more journey level workers at the job site may employ one (1) apprentice. Each individual contractor who employs seven (7) or more journey level workers covered by the Agreement shall employ a minimum of one (1) apprentice. The following ratios pertain to the employer's total employment, based upon employer's monthly remittance reports.

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

Journey level workers	Number of Apprentices Required
0 - 6	None (0)
7 - 18	One (1)
19 - 38	Two (2)
39 - 58	Three (3)
59 - 78	Four (4)
79 - 99	Five (5)

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.

Construction Equipment Operator, Heavy Duty Repairman and Technical Engineer, and Hoisting Engineer.

- A. Apprenticeship wages shall be based on the journey-level wage rate for bulldozer, D-9 (Group III), as established in the Collective Bargaining Agreement. Apprentices shall receive the same travel pay and fringe benefits accorded journey-level workers under the terms of the Collective Bargaining Agreement.**

The apprentice shall receive an increase in pay at the end of the specified 1,000 hour period only if their progress on the job and classroom related instruction is satisfactory to the Apprenticeship Committee.

- B. Apprentice wage rates for Group III, Master Agreement; Group III, Private Works Agreement; Group III, Central Washington Addendum; and Group III, Distribution and Utilities Agreement; National Agreements, and other special negotiated agreement.**

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	65%
2	1001 - 2000 hours	70%
3	2001 - 3000 hours	75%
4	3001 - 4000 hours	80%
5	4001 - 5000 hours	90%
6	5001 - 6000 hours	95%

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

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. Construction Equipment Operator: Hours

- 1. Track type equipment (shall include the following:)1500**
 - a. Bulldozers**
 - b. Pushcats**
 - c. Hydraulic Cranes-all (including A-frames)**
 - d. Track type backhoes**
 - e. Tractor drawn scrapers**
 - f. Track type trenchers**
 - g. Asphalt machines**
 - h. Concrete paving machines**
 - i. Screeds**

To include all attachments and support equipment; lubrication, grades and stakes, signals, soils and compaction, including dredging type equipment.

- 2. Rubber tire type equipment (shall include the following:)1500**
 - a. Scrapers**
 - b. Rubber tire loaders**
 - c. Rubber tire dozers**
 - d. Rubber tire backhoes and backhoe/loader combinations**
 - e. All compactors (including steel wheel & sheep foot rollers)**
 - f. Hot rollers (including breakdown and finish)**
 - g. Brooms**
 - h. Blades (all)**

To include all attachments and support equipment; lubrication, grades and stakes, signals, soils and compaction.

- 3. Hoisting type equipment (shall included the following:).....1500**
 - a. Cranes - all (including draglines, clam shells, & pile drivers)**
 - b. Tower cranes**
 - c. A-frames**
 - d. Derricks**
 - e. Power shovels**

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

- f. Fork lifts**
- g. Pavement breakers**
- h. Other self propelled boom type lifting devices**

To include all attachments and support equipment; lubrication, grades and stakes, signals, soils and compaction.

- 4. Stationary type equipment (shall include the following:)1500**
 - a. Asphalt plants**
 - b. Crushing plants**
 - c. Washing plants**
 - d. Screening plants**
 - e. Concrete batch plants**
 - f. Drilling and boring equipment**
 - g. Concrete pumps**
 - h. Concrete saws**
 - i. Chippers**

To include all attachments and support equipment, set-up, tear down, lubrication and preventative maintenance, grades and stakes, signals, soils and compaction.

TOTAL HOURS: 6000

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

<u>B. Heavy Duty Repairman Mechanic:</u>	<u>Hours</u>
1. Preventative maintenance and service (shall include the following:)	1500
a. Cleaning and inspecting parts	
b. Lubes, oils, and fuels	
c. Minor adjustments, testing and trouble shooting of equipment	
d. Welding, cutting, and fabrication	
e. Assisting equipment service engineer	
f. Assisting field mechanic	
2. Engines (shall include the following:)	1500
a. Operation, maintenance, and repair of diesel, gasoline and steam engines with attached driven units including: Compressors, water pumps, ac/dc generator and electric motors	
b. System trouble shooting and repair of: Air systems, fuel systems, lubrication systems, cooling systems, engine braking systems and engine electrical starting and charging systems	
3. Power trains (shall include the following:)	1500
a. Wet and dry clutches	
b. Standard transmission	
c. Torque converters	
d. Power shift transmissions	
e. Electric drives and traction motors	
f. Drive lines	
g. Differentials - final drives	
h. Frictions and steering clutches including dredging type equipment	
i. Brakes (air/hydraulic, electric, mechanical)	
j. Tires, wheels and hubs	
k. Under-carriages and tracks	
l. Cabs, bodies and frames	
4. Control systems (shall include the following:)	1500
Mechanical levers, cable, hydraulic, air, electrical and (combinations thereof), control and instrument panels, switch gear valves, solenoid and motor distribution systems	
TOTAL HOURS:	6000

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

<u>C. Hoisting Engineer</u>	<u>Hours</u>
1. Rigging and Signaling:	2000
a. Rigging the load	
b. Rigging the crane	
c. Signaling the load	
d. Transporting, erecting and dismantling the crane	
2. Compliance with state/federal law:	2000
a. ANSI/ASME standards	
b. Powerlines	
c. Handling of personnel	
d. Operators responsibility	
e. Maintaining the log books	
f. Inspecting	
3. Crane Operation:	2000
a. Actual crane operation: Minimum of 125 hours of actual crane operation per 1000 hours of on-the-job training, (with the exception of the first 1000 hours) for a total of 500 hours.	
b. Site characteristics	
c. Pre-operational checks	
d. Capacity and range diagrams	
e. Crane configurations	
f. Crane load charts	
g. Knowledge of LMI	
To include all attachments and support equipment: lubrication and maintenance.	
TOTAL HOURS:	6000

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

<u>D. Technical Engineer:</u>	<u>Hours</u>
1. Periods, I, II, chainman/rodman apprentice	3000
a. Use and care of hand tools (other than survey equipment)	
b. Use and care of survey hand tools	
c. Use and care of rods, chains, etc.	
d. Hand signals	
e. Marker stakes	
f. Hubs, points and monuments	
g. Bench marks and turning points	
h. First Aid	
i. Safety measures	
2. Period III, IV, instrumentman/party chief.....	3000
a. Use and care of transits and theodolites	
b. Use and care of levels	
c. Use and care of alidades and other special instruments	
d. Notes and sketches	
e. Calculations, reductions conversions	
f. Maps, plans, records, etc.	
g. Job analysis for efficient field procedures	
h. Supervise survey party.	
TOTAL HOURS:	6000

If accumulated experience indicates that changes will be to the advantage of the employer and the apprentice, the above schedule may be changed subject to the approval of the Washington State Apprenticeship and Training Council.

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

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
- Private Technical/Vocational college
- Training trust
- Other (specify):

160 Minimum RSI hours per year, (see WAC 296-05-305(5)): For each occupation, there shall be a minimum of 160 hours of instruction divided between 40 hours related technical instruction and 120 hours practical training (skill training or seat-time).

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

Additional Information:

See addendums below for:

Objective Based Training - Apprentice Mechanic Requirements

Objective Based Training - Apprentice Construction Equipment Operator Requirements

Objective Based Training - Apprentice Hoisting Engineer Requirements

A. Objective Based Training - Apprentice Mechanic Requirements

RELATED/SUPPLEMENTAL TRAINING:

The JATC recognizes that individuals progress through their apprenticeship program at different rates based upon their aptitude and attitude combined with practical learning experiences. In recognition of this, the JATC has set in place policies and procedures which acknowledge superior performance and reward it accordingly through apprenticeship advancement or early completion. The concept of Objective Based Training (OBT) is designed to meet these requirements. OBT is where the focus is to train students to pass written and timed performance test. Students receive the same focused and specific training as a group. Therefore, successful students arrive at a fundamentally higher skill level with a minimum journey-level skill standard being achieved.

POLICY FOR ADVANCEMENT OR EARLY COMPLETION:

The written test must be passed with a score of 80% or above.

To receive a wage increase at 2000 hours, satisfactory progress must be maintained in related and on-the-job training. All required licenses and certifications must be obtained. To receive a wage increase at 4000 hours of on-the-job training, apprentices must have passed at least 4 skills modules at journey-level. All required licenses and certifications must be maintained.

In order to graduate, apprentices must have completed a minimum of 4000 hours on-the-job training and passed at journey-level, six (6) or more skills modules and passed two (2) of the four (4) elective courses offered in year three (3). Also, the apprentice must have obtained the required licenses, certifications, and safety courses as determined in the safety module. Upon passing the first skills modules at journey-level, an apprentice may apply for up to 1000 hours credit. This credit must be requested in writing to the JATC or its designated authority, for consideration.

Apprentices, with the approval of the training staff and subject to availability, may challenge the course tests and petition to complete the apprenticeship program early. In order for an apprentice to challenge the test, they must

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

show documented hours of experience and/or have completed the skills module course.

Failure of a course/module will result in review of training progress to determine corrective action. Failure of two (2) courses/modules may result in suspension and/or termination from the Apprenticeship Program. Unsatisfactory attendance in either classroom or practical related training will result in failure of the course/module. If an apprentice fails to meet these requirements they may be subject to review or disciplinary/corrective action.

Individuals who have reach 6000 hours of on-the-job training and not yet passed six (6) skills modules will be required to report for testing by the training office. Individuals refusing to test or failing testing may have disciplinary action taken up to and including cancellation of their apprenticeship agreement. Individuals failing a skills module three times shall have their performance reported to the JATC by the training director or coordinators.

Any training not provided as part of the HDR courses specifically shall be provided by Operating Engineers Regional Training Program and local community technical colleges.

OR

In order for the apprentice to receive their raise upon completion of 2000 hours of on-the-job training, apprentices must have completed the entire classroom and practical related training designated for year one (1) and obtained all required licenses and certifications.

In order for the apprentice to receive their raise at 4000 hours, they must have completed all of the year two (2) classroom and practical related training.

Welding course all three years 40 hr each	40 hrs of 120 hour course to be completed yearly	Completion date Completion date Completion date
1st Aid/CPR 1st year	8 hr course	Completion date
Forklift Safety Certification 1st yr	20 hr course	Completion date
CDL - Commercial Drivers License 1st yr	See Details below	Completion date
Signaling and Rigging 2nd yr	16 hour course	Completion date
Hazmat 2nd yr	40 hr course	Completion date

PRACTICAL RELATED TRAINING:

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

<p>1. Introduction to Mechanics Apprenticeship*</p> <p><u>Year 1</u></p>	<p>6 hr course covers attendance, site rules, overview of training, introduces electives, homework and assignments, testing and safety. Pre-testing Hydraulic and Electrical, training on computer skills to run interactive programs.</p>
<p>2. Hydraulics*</p> <p><u>Year 1</u></p>	<p>80-hour course. Covers theory and principles of pumps, motors valves, cylinders, heat exchangers, accumulators, reservoirs, lines and conductors, schematics, flow meter, fitting and seals. Labs covering each topic</p>
<p>3. Electrical*</p> <p><u>Year 1</u></p>	<p>80 hr course. Theory and principles of generator, alternator, starter motors, D.C. Motors, controls and switching, power sources, charging systems, starting systems, testing and use of electrical test equipment, Electrical Schematic reading, Auxiliary electrical systems. Labs covering each topic.</p>
<p>4. Diesel Engine Technologies*</p> <p><u>Year 2</u></p>	<p>120-hour course covers theory, principles and diagnostics. Service of basic engine components; cylinder blocks, crankshafts and camshafts, pistons and liners, cylinder heads and valve trains, engine brakes and retarders. Engine Support Systems; fluids and lubricants, cooling systems, exhaust - Turbocharger systems, Air induction systems. Engine Diesel Systems; Mechanical Injection, Electronic - Mechanical Injection, Electronic - Hydraulic Unit injection, Engine Governor - Operation, Emission Control Devices. Labs covering each topic</p>
<p>5. Powertrain Theory and Principles*</p> <p><u>Year 2</u></p>	<p>80-hour course. Covers Dry and oil clutches, Standard Transmission, Bevel gear and steering clutches, Final drive reduction, Bearings and seals. Labs covering each topic.</p>
<p>6. Electronics*</p> <p><u>Year 3</u></p>	<p>80-hour course covers Service of Electronic Control Modules: Electronic Control Systems for; Engines, Powertrain, Implement and Heating and Cooling systems. Labs for each topic. Diagnostics for Electronic Control Modules including scanner system and laptop computer</p>

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

	diagnostics. Labs covering these topics
7. Hydrostatic Drive Systems <u>Year 3 Elective Choice</u>	32-hour course covers Open circuit systems and closed loop systems including labs covering diagnostics.
8. Powershift Transmissions <u>Year 3 Elective Choice</u>	48 hour course covers theory and Principles of Operation, Torque Converters, Hydraulic Controls, Planetary Gear Trains including labs covering diagnostics.
9. Air Brake System <u>Year 3 Elective Choice</u>	32 hour course covers on road vehicles with ABS systems, Off road brake systems includes labs covering diagnostics.
10. Hydraulic Brake Systems <u>Year 3 Elective Choice</u>	32 hours course covers Booster Vacuum and Hydraulic assist ABS Systems includes labs covering diagnostics.
11. Labor History Education	10-hour requirement

Students must sign all practical evaluations.

Courses with asterisk (*) are required to complete the apprenticeship program. It is required to complete 2 of the 4 elective courses offered in order to complete the apprenticeship program.

CDL - Each apprentice will pick up the appropriate manual from Washington State Department of Licensing. After successfully completing the written test, they may take the driving portion of the test at our training site WACONI. A qualified examiner will administer this test in one of the training programs vehicles. This exam is by appointment only. In the event the apprentice requires additional practice time, this can be arranged by the Training Office.

Forklift Safety Certification - Contact Training Office for class schedule.

Welding Class - Must complete 40 hours of the 120-hour Apprentice Welding training. This course is provided by most Community Colleges with Vocational Training Programs.

Unsatisfactory attendance or progress in either classroom or practical training will result in failure of the course. A minimum score of 75% must be achieved on exams or no credit will be given for the course.

Failure of a course will result in review of training progress to determine corrective action if necessary.

Failure of 2 courses may result in suspension and/or termination from the training program.

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

B. Objective Based Training - Apprentice Construction Equipment Operator Requirements

RELATED/SUPPLEMENTAL TRAINING:

The JATC recognizes that individual's progress through their apprenticeship program at different rates based upon their aptitude and attitude combined with practical learning experiences. In recognition of this, the J.A.T.C. has set in place policies and procedures, which acknowledge superior performance and reward it accordingly through apprenticeship advancement or early completion. The concept of Objective Based Training is designed to meet these requirements. Objective based training is where the focus is to train students to pass a written and timed performance test on each piece of equipment. Students receive the same focused and specific training as a group. Therefore, successful students arrive at a fundamentally higher skill level with a minimum journey level skill standard being achieved.

POLICY FOR ADVANCEMENT OR EARLY COMPLETION:

In order to take the skills evaluation portion of the skills module, the written test must be passed with a score of 75% or above. Students must sign all exams and evaluations.

To receive a wage increase at 2000 hours satisfactory progress must be maintained in related and on-the-job training. All required licenses and certifications must be obtained. To receive a wage increase at 4000 hours of on-the-job training, apprentices must have passed at least 1 skills module at journey level. All required licenses and certifications must be maintained.

In order to graduate, apprentices must have completed a minimum of 4000 hours on-the-job training and passed at journey level, three (3) or more skills modules and obtained the required licenses, certifications, and safety courses as determined in the safety module. Upon passing the first skills modules at journey level, an apprentice may apply for up to 1000 hours credit. This credit must be requested in writing to the J.A.T.C. or its designated authority, for consideration.

Apprentices, with the approval of the training staff and subject to availability, may challenge the course tests and petition to complete the apprenticeship program early. In order for an apprentice to challenge the test, they must show documented hours of experience or have completed the skills module course,

Failure of a course/module will result in review of training progress to determine corrective action. Failure of two (2) courses/modules may result in

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

suspension and/or termination from the Apprenticeship Program. Unsatisfactory attendance in either classroom or practical related training will result in failure of the course/module. If an apprentice fails to meet these requirements they may be subject to review or disciplinary/corrective action.

Individuals who have reach 6000 hours of on-the-job training and not yet passed three skills modules will be required to report for testing by the training office. Individuals refusing to test or failing testing may have disciplinary action taken up to and including cancellation of their apprenticeship agreement. Individuals failing a skills module three times shall have their performance reported to the JATC by the training director or coordinators.

Safety Courses, Licenses and Certifications

Hazmat	40-hour course
C-STOP	8-hour course
1st Aid/CPR	8-hour course
Construction equipment signaling	4-hour course
CDL driver's license	
Forklift OSHA Certification	5-hours course with practical exam

CDL - Each apprentice will pick up the appropriate manual from Washington State Department of Licensing. After successfully completing the written test, they may take the driving portion of the test at our training site. A qualified examiner will administer this test in one of the training program's vehicles. This exam is by appointment only. In the event the apprentice requires additional practice time, this can be arranged by the Training Office.

Forklift Safety Certification - Contact Training Office for class schedule.

The Washington state apprenticeship standards in part "the apprentice shall attend related supplemental instruction classes not less than 160 hours per year when available." It also states, "in case of failure on the part of any apprentice to fulfill this obligation, the sponsor shall have the authority to withhold their periodic wage advancement, suspend or cancel the apprenticeship agreement." Time spent in related supplemental instruction classes shall not be considered as hours of work and the apprentice shall not be paid for time so spend.

Monthly hours reports should reflect that you are at related training but need not be broken down daily and can not be included in your on-the-job training hours totals.

PRACTICAL RELATED TRAINING MODULES:

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

1. Backhoe	80 hr course	Teaches pre-operational checks and inspections, nomenclature. Develops familiarity with control functions, basic backhoe techniques, straight line digging, sloping ditch, maneuvering around obstacles and backhoe safety. Students should leave with the ability to dig a ditch to grade, safely dig past existing utilities, knowledge of sloping and shoring requirements.
2. Loader/ crusher	80 hr course	Teaches pre-operational checks and inspections, nomenclature. Develops familiarity with control functions, basic loader techniques, feeding plant, stockpiling, pit operations, loader and crusher safety. Students should leave with the ability to efficiently load trucks, and operate loader safety in a variety of applications.
3. Basic Grade	80 hr course	Stake reading, hubs and lath, slope work, offsets, laser set up and use, ground safety. Students should leave with the ability to transfer grades, pull slopes, use sweedes, figure percent of fall, and safely apply those skills for work on a variety of different job applications.
4. Grade Engineer	80 hr course	Blueprint reading, use of cut sheets, benchmarks, dual plane lasers, layouts, students should leave with the ability to layout and track grade from existing given points of elevation and location using plans and specs.
5. Dozer/ Scraper	80 hr course	Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic dozer and scraper techniques, slot dozing, v-ditches, push cat applications, safety, proper traveling, cuts and fills, work patterns.
6. Paving	80 hr course	Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic techniques for rollers, screed and topside operation, work patterns, laydown and compaction, traffic safety, students should leave with the ability to operate the various pieces of equipment used in the asphalt industry.

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

<p>7. Basic Equipment</p> <p>Roller - 20 hours CDL driving - 20 hours Forklift - 20 hours Boomtruck - 20 hours</p>	<p>80-hr course</p>	<p>Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic operational techniques. Familiarity with crowns, inverts, patterns, sealing, and compaction safe techniques for compacting edges. Safe operation of commercial vehicles CDL license acquired. Forklift safety - proper lifting techniques and capacity determination. Forklift certification acquired. Load charts, rigging, signaling, hoisting, use and understanding of LMI system, safe load handling and securing of load to transport</p>
<p>8. Excavator</p>	<p>80 hr course</p>	<p>Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic Excavator techniques, work patterns, slope work, truck loading, deep digging, shoring requirements, boxes, sheets, pipe applications and laser, working around utilities, overhead hazards, excavator safety. Students should leave with the ability to safely operate an excavator in a variety of different applications.</p>
<p>9. Basic Grader</p>	<p>80 hr course</p>	<p>Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic grader techniques, inverts, crowns, supers, slopes, ditching, maintaining roadway, job layout, use of automatics, students should leave with the ability to safely operate a grader in a variety of different applications.</p>
<p>10. Hoisting</p>	<p>80 hr course</p>	<p>Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic hoisting techniques, load charts, range diagrams, crane set-up, heavy lift applications, crane safety, federal and state laws, use and understanding of LMI systems, rigging and signaling, students should leave with a basic understanding of safe rigging and crane operations.</p>

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

11. Labor History Education	10- hour Requi remen t	
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C. Objective Based Training - Apprentice Hoisting Engineer Requirements

RELATED/SUPPLEMENTAL TRAINING:

The JATC recognizes that individuals progress through their apprenticeship program at different rates based upon their aptitude and attitude combined with practical learning experiences. In recognition of this, the JATC has set in place policies and procedures which acknowledge superior performance and reward it accordingly through apprenticeship advancement or early completion. The concept of Objective Based Training (OBT) is designed to meet these requirements. OBT is where the focus is to train students to pass written and timed performance test on each piece of equipment. Students receive the same focused and specific training as a group. Therefore, successful students arrive at a fundamentally higher skill level with a minimum journey-level skill standard being achieved.

POLICY FOR ADVANCEMENT OR EARLY COMPLETION:

In order to take the skills evaluation portion of the skills module, the written test must be passed with a score of 80% or above.

To receive a wage increase at 2000 hours, satisfactory progress must be maintained in related and on-the-job training. All required licenses and certifications must be obtained. To receive a wage increase at 4000 hours of on-the-job training, apprentices must have passed at least one (1) skills modules at journey-level. All required licenses and certifications must be maintained.

In order to graduate, apprentices must have completed a minimum of 4000 hours on-the-job training and passed the NCCCO tests, both written and practical in the areas of core knowledge and at least one (1) specialty test, and obtained the required licenses, certifications, and safety courses as determined in the safety module.

Apprentices, with the approval of the training staff and subject to availability, may challenge the course tests and petition to complete the apprenticeship program early. In order for an apprentice to challenge the test, they must show documented hours of experience or have completed the skills module course.

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

Failure of a course/module will result in review of training progress to determine corrective action. Failure of two (2) courses/modules may result in suspension and/or termination from the Apprenticeship Program. Unsatisfactory attendance in either classroom or practical related training will result in failure of the course/module. If an apprentice fails to meet these requirements they may be subject to review or disciplinary/corrective action.

Individuals who have reach 6000 hours of on-the-job training and not yet passed the NCCCO test, both written and practical in the areas of core knowledge and at least one (1) specialty test will be required to report for testing by the training office. Individuals refusing to test or failing testing may have disciplinary action taken up to and including cancellation of their apprenticeship agreement. Individuals failing a skills module three times shall have their performance reported to the JATC by the training director or coordinators.

SAFETY COURSES, LICENSES AND CERTIFICATIONS:

Hazmat	40-hr course
C-STOP	8-hr course
1st Aid/CPR	4-hr course
Power line hazard awareness	3-hr course
Construction equipment signaling	4-hr course
Below the hook rigging & signaling	8-hr course
CDL driver's license	
Forklift OSHA Certification	5-hr course with practical exam

The Washington State apprenticeship standards state in part "the apprentice shall attend related supplemental instruction classes not less than 160 hours per year when available." It also states, "in case of failure on the part of any apprentice to fulfill this obligation, the sponsor shall have the authority to withhold their periodic wage advancement, suspend or cancel the apprenticeship agreement." Time spent in related supplemental instruction classes shall not be considered as hours of work and the apprentice shall not be paid for time so spent.

Monthly hours reports should reflect that you are at related training but need not be broken down daily and can not be included in your on-the-job training hours totals.

PRACTICAL RELATED TRAINING:

1. Introduction to load charts	40-hr course	Introduction of load charts: tipping vs structural, Gross/net capacity, Boom length/boom angle, notes to lifting, range diagram, boom configurations and tip
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OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

		height.
2. Crane Theory	40-hr course	ANSI/ASME Standards. Craning principles, Two crane lifts, Personal hoisting, Power line safety, crane communications (signaling), Operator responsibilities
3. Hoisting 1	80-hr course	Introduction to hoisting: Control functions, crane placement for lift, leveling and set-up. Load control
4. Hoisting 2	80-hr course	Intermediate hoisting skills: Control functions, crane placement for lift, leveling and set-up. Load control, multiple crane lifts and heavy hoisting
5. Hoisting 3	80-hr course	Advanced hoisting skills: including lattice boom cranes, tower crane theory, specialty cranes as available eg. Dredging and clamming operations.
6. Below the Hook Rigging	80-hr course	Sling angle, sling length. Hitches: types and use. Rigging capacities, hardware used. Rigging construction. Center of gravity. SWL (safe working load)
7. LMI Systems	20-hr course	What is load moment, correct corresponding codes, LMI configurations, hoisting zones.
8. Construction Forklift Operator	80-hr course	Forklift safety, Load charts and capacities, control functions, maneuvering in and around obstacles.
9. CDL Driving	20-hr course	Driver safety and responsibilities. Control functions, gear selection, maneuvering and backing, securing the load
10. NCCCO Certification		NCCCO Written and Practical exams core and one (1) specialty exam must be passed to achieve certification which is necessary to complete the Objective Based Training portion of the Hoisting Engineer Apprenticeship
11. Labor History Education	10-hour requirement	

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

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. Registered Heavy Duty Repairman Mechanics must complete the required welding classes prior to reaching 3000 hours of on-the-job training or they will not be advanced to the last stage of their apprenticeship term.**
- 2. To review every 1000 hours the progress of each apprentice. All parties participating under the Standards may be asked for a report on each apprentice.**
- 3. Hiring of Apprentices: Employers desiring an apprentice shall place a job request with the Training Coordinator's office.**
- 4. In order to meet affirmative action guidelines for minorities and women, the Apprenticeship Committee has the authority to make selections based on affirmative action requirements.**
- 5. Periodic Evaluation and Record Books:**
 - a. Each apprentice will be furnished with a "Record Book" which must be signed or initialed at the end of each month by the timekeeper or foreman supervising the apprentice. The record must be submitted to**

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

the Coordinator's office no later than the fifth of the following month, regardless if apprentice is working or not.

- b. If an apprentice is thirty (30) or more days late turning in monthly report, he or she will not receive credit for the hours submitted. Any apprentice who is three (3) or more months delinquent on the hours reports must appear before the JATC.
- c. The Apprenticeship Committee or their designated authority shall have authority to withhold advancement, suspend or cancel the Agreement for failure to comply within the probationary period.
- d. The falsification of records by the apprentice will result in disciplinary action by the Apprenticeship Committee.
- e. If the apprentice submits late reports and the hours submitted would raise the apprentice to a higher wage classification, notification by the JATC Office will require the employer to pay the higher wage rate only from the date the report was received by the JATC Office.

6. Employment Policies:

- a. No registered apprentice may quit their job without first notifying the training office. Apprentices who violate this clause may be subject to disciplinary action or termination from the program.
- b. Apprentices who have been terminated for cause twice (2) shall be subject to disciplinary action. A third (3) termination may result in immediate suspension until the Apprenticeship Committee determines what action to take.
- c. All registered apprentices must follow the dispatch policy as outlined below. Apprentices who violate this clause may be subject to disciplinary action or termination from the program.

Apprentices may turn down the first dispatch, if they so choose. The second turn down or refusal to work will place the apprentice at the bottom of the out-of-work list. Upon the third turn down or refusal to work, the apprentice will be suspended until the JATC takes action at the next meeting. The apprentice will be required to appear before the JATC to show cause why he or she should not be terminated from the program. The chain of attempted contacts can only be broken by accepting a dispatch or requesting a leave of absence.

If an apprentice accepts a dispatch and then cannot fulfill the job, he or she must make contact with the Apprenticeship Office in timely

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

manner (enough time to dispatch someone else). If the apprentice accepts a dispatch and does not show up for work and does not provide a documented cause or reason for the no-show, he or she will be suspended and required to appear before the JATC. If deemed unavailable for work, appropriate disciplinary action will be taken by the JATC or its designated authority.

- d. Labor and Management agree that there will be no discrimination in hiring or referral of apprentice Operating Engineers due to their race, creed, or sex; providing further, that notwithstanding these hiring provisions, the JATC, when requested by an employer, shall dispatch to allow an employer to comply with state or federal affirmative action requirements; any other local, state, or federal law; or any reasonable contractual obligation imposed by an owner.
- e. Apprentices will not be dispatched on elevators, manlifts, compressors, or water pumps.
- f. Any apprentice that has completed 1,200 hours of on-the-job training, may be called out by name by any signatory employer. The employer must contact the apprenticeship office to request an apprentice. As an exception, organizers utilizing a letter of understanding may permit new signatory employers to hire any apprentice off the list.

7. Rotation:

- a. Any apprentice who has completed the required number of hours in any one classification of work may be rotated from job to job by the Apprenticeship Committee or their designated authority and be replaced by an apprentice who has not completed the number of hours required for their particular classification.
- b. Apprentices who have completed maximum hours in a training classification shall notify the employer and the Apprenticeship Committee representative.
- c. In the event a rotation is necessary to achieve adequate on-the-job training, the apprentice will be rotated and a dispatch will indicate "Apprentice Rotation."

8. Dress Requirements:

- a. Each apprentice shall wear appropriate clothing to meet state safety requirements to include: work boots (preferably with steel toes; no tennis shoes), shirts that cover the shoulders (no tank tops or sleeveless shirts).

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

- b. All Construction Equipment Operator apprentice shall wear the hardhat issued by the JATC or their authorized agent, at all times while on-the-job site unless the employer requires company issued hardhats. Heavy Duty Repairman apprentices shall conform to these rules unless working in a shop.
- c. Apprentices violating dress requirements shall be subject to disciplinary action including temporary job suspension, termination or such action the JATC or their authorized agent may deem necessary. Any action taken must meet the prescribed appeal requirements.

9. Suspension/Termination:

- a. Any apprentice suspended for just cause may be terminated from the program by the J.A.T.C. at their next meeting. Any action taken must meet the prescribed appeal requirements.
- b. If an apprentice fails a drug test, he or she will be suspended from the program and required to enter a rehabilitation program within fourteen (14) days. The apprentice must show documented proof of on-going progress before being placed on the out-of-work list at the bottom. If an advanced apprentice does not remain in full compliance with his or her rehabilitation program until it is completed, he or she will be suspended and brought before the JATC. If an apprentice is in his or her probationary period and does not remain in full compliance until the rehabilitation program is completed, he or she will be automatically terminated from the apprenticeship program.

10. CDL License:

All registered apprentices must acquire a CDL Class A License within one (1) year of entering the Apprenticeship Program.

11. Hoisting Engineer Apprenticeship:

- a. Hoisting Engineer Apprentices will be reviewed every 1000 hours to verify actual hours of crane operation, with the exception of the first 1000 hours of apprenticeship.
- b. Upon reaching 3,000 hours, Hoisting Engineer Apprentices must have completed the Training Program's Crane Theory, Load Chart, and Rigging courses and testing, with test scores of 80% or above. Before reaching 6,000 hours, all Hoisting Engineer Apprentices must have passed the National Commission for the Certification of Crane

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

Operator's written and practical tests. (The written test must include the core test and minimum of one specialty exam.) Failure to complete and/or pass the required courses and tests shall result in suspension and/or termination of the Apprenticeship Agreement.

- c. **Hoisting Engineer Apprentices must obtain a CDL-Class A License before initial dispatch.**

12. Required Training:

Apprentices must maintain satisfactory progress in related training classes. Failure to complete and/or pass the required courses shall result in suspension and/or termination of the apprenticeship agreement.

B. Local Apprenticeship Committee Policies

NONE

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
- 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

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

- 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

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.

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

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/scs/apprenticeship> 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:
 - 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

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

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 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.

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

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 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.

Quorum: A quorum must be present to carry on the regular business of the Apprenticeship Committee. A quorum shall consist of two (2)

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

members from each group, the employer and the union. The Unit Vote System shall prevail.

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

The Apprenticeship Committee shall be composed eight (8) members four (4) of whom shall represent the International Union of Operating Engineers, Local #302 and #612, and four (4) of whom shall represent the Seattle and Tacoma chapter of the Associated General Contractors of America.

Meetings of the Apprenticeship Committee shall be held three (3) times a year or more frequently, if necessary. The Chairman or Secretary of the Apprenticeship Committee or their designated authority, shall have the authority to call and establish the date of the meetings. Any member of the Apprenticeship Committee shall have the authority to request the Chairman to call a meeting of the Apprenticeship Committee.

The employer representatives shall be:

**Thom Sicklesteel, Secretary
Sicklesteel Cranes, Inc.
1021 Sicklesteel Lane
Mt. Vernon, WA 98273**

**Doug Peterson
AGC of Washington
1200 Westlake Avenue N. #301
Seattle, WA 98109**

**Mike Lee
Lakeside Industries
PO Box 7016
Issaquah, WA 98027**

**Bill Grady
KLB Construction
PO Box 158
Mukilteo, WA 98275**

The employee representatives shall be:

**Allan Darr, Chairman
IUOE Local 302
18701 - 120th Avenue NE
Bothell, WA 98011**

**Duane R. Lee
IUOE Local 612
1555 Fawcett Avenue
Tacoma, WA 98402**

**Daren Konopaski
IUOE Local 302
PO Box 127
Silverdale, WA 98383**

**Malcolm Auble
IUOE Local 302
18701 - 120th Avenue NE
Bothell, WA 98011**

OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

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.

**James M. Agnew, Training Director
16921 Vantage Highway
Ellensburg, WA 98926**

**Sandy Winter, Coordinator
16921 Vantage Highway
Ellensburg, WA 98926**

**Tamara S. St. Paul, Coordinator
16921 Vantage Highway
Ellensburg, WA 98926**