



**STANDARDS OF APPRENTICESHIP
adopted by**

LU 112 - NECA ELECTRICAL APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
INSIDE WIREMAN	47-2111.00	8000 HOURS
LOW ENERGY/SOUND & COMMUNICATION	49-2022.00	4800 HOURS
RESIDENTIAL ELECTRICIAN	47-2111.00	4000 HOURS



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

APPROVAL:

APRIL 19, 1984
Initial Approval

APRIL 21, 2016
Committee Amended

OCTOBER 16, 2014
Standards Amended (review)

APRIL 21, 2016
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

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

Sponsor Introductory Statement (Optional):

The science of electricity is constantly changing and expanding. With this increasing knowledge, the Electrical Industry has expanded from nothing to the third largest industry in the United States in less than one century. This rapid expansion means that the electrical apprentice must be given a sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.

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The electrical trade is unique in that it is mechanical, technical and professional. It must select people who have a natural aptitude for using tools and, at the same time, are gifted enough to master the intricacies of electric science, who can and will keep up with the progress of the industry, and master a knowledge of the thousands of installation and maintenance procedures.

The Electrical Industry, by its very nature, places a high degree of personal responsibility on the individual journey-level worker. While supervision is provided on many jobs, the electricians still find themselves called upon constantly to make decisions regarding the best and safest method of installation to produce a given result.

Electrical installations today have become very complex and a faulty installation can prove extremely expensive and hazardous. Much of the important work is hidden from view when the job is completed, and a defect in this hidden work can cause property damage and endanger human life. The modern journey-level worker takes pride in the appearance of his/her work, as well as in the technical correctness and structural soundness.

The Apprenticeship Committee has dedicated its time to develop an efficient program of apprenticeship so that the apprentice of today, through a systematic program of schooling and on-the-job training, can become the qualified all-around journey-level worker of tomorrow. The degree of success that the Apprenticeship Committee has in its operation will depend entirely upon the willingness of the various segments of the Electrical Industry in the area to cooperate in this type of joint activity.

All functions of the Apprenticeship Committee shall be on the basis of non-profit endeavor for the good and welfare of apprenticeship and training for the industry and for the best interest of the apprentice, management, labor and the public.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area which these Standards cover shall be the following counties in Washington: Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, Yakima, and Kittitas.

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Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Oregon, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Oregon counties of Baker, Gilliam, Grant, Morrow, Umatilla, Union, Wallowa, and Wheeler.

II. MINIMUM QUALIFICATIONS:

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

Complete an application form, accurately responding to all questions and items including statements indicating that they are:

Age: Meet the minimum age requirement of 18 at the time of application (must provide evidence of minimum age respecting any applicable State laws or regulations).

Education: Must be a high school graduate from a school accredited by a State Education Agency; or Have a qualifying GED score of 2500 or a High School Equivalency of 600 or higher after January 1, 2014; or Have completed an Associate degree or higher from a school accredited by a State Education Agency; and

Must have completed one full year of high school algebra with a passing grade of “C” or better, or one of the following:

- **Equivalent post high school algebra course(s) with a grade of “C” or better.**
- **Current math placement results from a community college facility indicating a placement level beyond high school level algebra.**
- **Provide certificate of completion of the online NJATC tech math course.**

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

Able to climb and work from ladders, poles and towers of various heights.

Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.

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- Testing: **Obtain a qualifying score of a (5), using the electrical industry's aptitude test developed and validated by the American Institute for Research**
- Other: **Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
- Able and willing to attend all related classroom training as required to complete their apprenticeship.**
- Able to read, hear and understand instructions and warnings. Possess a valid Driver License.**
- Submit a DD-214 to verify military training and/or experience if they are a veteran.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. Application Notice and Schedule:

- a. Applications will be taken at the Training Center from the first Monday in January through June 30th from the hours of 8:30 am to 11:30 am and 1:30 pm to 4:30 pm. Application requests forms are also available on our web site: www.jatc112.org.**
- b. Application information will be disseminated according to the Committee's affirmative action plan at least semi-annually. Information will:**

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- (1) Include the dates, times, and location applications will be accepted.**
- (2) List the minimum qualifications for the program, supporting documentation required and applicable time lines.**
- (3) Provide a general description and duties of the occupation.**

2. Application Process:

- a. Application information is available at:**

**LU 112-NECA Electrical Training JATC
8340 W. Gage Blvd.
Kennewick, WA 99336**

Or

Online at www.jatc112.org

- b. Individuals must return the application and accompanying documents within 30 days.**
- c. A forty (\$40.00) dollar application fee is required before receiving an application. Each application's name will be entered in the "Applicant Log" which will identify all applicants by a log number corresponding to the application number.**
- d. Applicants will indicate at the time of application whether they are applying for the Inside, Residential Electrician, and/or Low Energy/Sound & Communication program(s).**
- e. Applications and all supporting documentation must be submitted by the specified deadline.**

3. Verification of minimum qualifications:

All applications and supporting documentation will be reviewed for minimum qualifications.

4. Non-qualified applicants:

Applicants who do not meet the minimum qualifications will be notified in writing; notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.

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5. Aptitude Test:

- a. All qualifying applicants will be scheduled to take the NJATC aptitude test.
- b. Applicants must meet a minimum of qualifying score to be eligible for an interview.

6. Pool of eligible applicants:

- a. Qualifying applications will be scored and ranked using an interview system; all applicants will be asked the same questions.
- b. These individuals will be placed in a pool of eligible applicants and retained on an active list for a period of 2 years.
- c. Individuals may be removed from the pool at an earlier date by their request or by failing to respond to the Committee when notified.
- d. It shall be the responsibility of the applicant to notify the Committee of any change of address.

7. Placement:

- a. Whenever possible, all current apprentices will be employed before new applicants are hired.
- b. Applicants will be offered employment based on the order of their rank in the pool of eligibles.
- c. If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool.
- d. Applicants being accepted into the program will be required to take and pass a pre-employment urinalysis drug-screening test before being registered. Expense of the drug test will be paid by the JATC.
- e. Failure to pass a random drug and/or alcohol test during the probationary period will result in immediate cancellation of the apprenticeship agreement and immediate termination from the employer. The JATC has a zero tolerance policy regarding drug and/or alcohol use. Committee appearance is not allowed under these circumstances. Apprentices are required to maintain compliance with the electrical industry drug free workplace program.

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- f. **A physical exam as outlined by the NJATC. Cost to be borne by the JATC.**
8. **Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand (4,000) hours specifically in the electrical construction industry, shall submit a written Industry recommendation and may qualify for direct interview. The JATC will use standard means of evaluation (see Section X) for individuals who may qualify for direct interview. To qualify under this provision, applicants must:**
- a. **Complete an application form, accurately responding to all questions and items including statements indicating that they are:**
 - (1) **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - (2) **Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
 - (3) **Able and willing to attend all related classroom training as required to complete their apprenticeship.**
 - (4) **Able to climb ladders, scaffolds, poles and towers of various heights.**
 - (5) **Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
 - (6) **Able to read, hear and understand instructions and warning.**
 - b. **Provide to the JATC proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant and schedule an interview if needed. An absolute minimum of four-thousand hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.**
 - c. **Obtain a qualifying score of "5" using the electrical industry's aptitude test and validated by the American Institutes for Research.**

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- d. Possess a valid Driver's License.
 - e. Submit a DD-214 to verify military training and/or experience if they are a veteran.
9. Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of two-thousand (2,000) hours specifically in the electrical construction industry, will qualify for a direct interview by the JATC to be considered along with other qualified applicants. To qualify under this provision, applications must:
- a. Complete an application form accurately responding to all questions and items including statements indicating that they are:
 - (1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - (2) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - (3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - (4) Able to climb ladders, scaffolds, poles and towers of various heights.
 - (5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - (6) Able to read, hear and understand instructions and warning.
 - b. Provide to the JATC proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain in the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant and schedule an interview if needed. An absolute minimum of two-thousand hours of **ELECTRICAL CONSTRUCTION WORK EXPERIENCE** must be proven to meet this qualification. No other form or electronic or electrical experience/training or construction experience will be given credit under this provision. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process – this is NOT a form of direct entry). If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.

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- c. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - d. Obtain a qualifying score of 5 using the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - e. Possess a valid Driver License.
 - f. Submit a DD-214 to verify military training and/or experience if they are a veteran.
10. An electrical construction employee of a non-signatory employer not qualifying as a Journey worker when the employer becomes signatory, shall be evaluated by the JATC, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. For such applicants to be considered, they must:
- a. Complete an application form, accurately responding to all questions and items including statements that they are:
 - (1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - (2) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - (3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - (4) Able to climb ladders, scaffolds, poles and towers of various heights.
 - (5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - (6) Able to read, hear and understand instructions and warning.
 - b. Provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becomes signatory.
 - c. Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.
 - d. Be deserving of advanced standing, based upon evaluation by the JATC (see Section X).
 - e. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.

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- f. Possess a valid Driver License.
 - g. Submit a DD-214 to verify military training and/or experience if they are a veteran.
11. **Transfer of Apprenticeship: In order to transfer an apprenticeship agreement between two local IBEW/NECA JATCs having a registered inside apprenticeship program, the following requirements must be met. This is a method of direct entry.**
- a. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
 - b. The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.
 - c. The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.
 - d. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
 - e. The transferring apprentice must:
 - (1) Complete an application form.
 - (2) Provide to the JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement – properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving's JATC's permanent files.
 - (3) Upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated.
 - (4) Have registration proceedings initiated immediately by the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
 - (5) The apprentice will receive full credit for probationary time previously served.
 - f. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research, if not previously completed at sponsoring JATC and is required in Qualification 1 above.

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- g. Possess a valid Driver License**
 - h. Submit a DD-214 to verify military training and/or experience if they are a veteran.**
 - i. Those accepted for transfer will be given full credit for OJT experience and related instruction successfully completed while registered in an IBEW/NECA inside apprenticeship program.**
- 12. An individual who signs an authorization card during an organizing effort – wherein thirty (30) percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory – and is an employee of the non-signatory electrical contractor and does not qualify as an IBEW Inside Journey Worker Wireman, shall be evaluated by the JATC, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:**
- a. Complete an application form, accurately responding to all questions and items including statements that they are:**
 - (1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - (2) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
 - (3) Able and willing to attend all related classroom training as required to complete their apprenticeship.**
 - (4) Able to climb ladders, scaffolds, poles and towers of various heights.**
 - (5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
 - (6) Able to read, hear and understand instructions and warning.**
 - b. Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provision of the Standards (see Section X).**
 - c. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.**

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- d. **Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.**
 - e. **Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
 - f. **Possess a valid Driver License**
 - g. **Submit a DD-214 to verify military training and/or experience if they are a veteran.**
- 13. An honorably discharged military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction industry (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, will qualify for direct interview (must apply within five (5) years from MOS experience); as determined by the JATC if apprenticeship opportunities are available. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience. Applicants who have served overseas and/or lived on base for a minimum of two (2) years prior to application will have any existing residency restriction waived. To qualify under this provision, applicants must:**
- a. **Complete an application form, accurately responding to all questions and items including statements that they are:**
 - (1) **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - (2) **Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
 - (3) **Able and willing to attend all related classroom training as required to complete their apprenticeship.**
 - (4) **Able to climb ladders, scaffolds, poles and towers of various heights.**
 - (5) **Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
 - (6) **Able to read, hear and understand instructions and warning.**
 - b. **Have previous military work experience in an identified MOS as stipulated above.**
 - c. **Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate**

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previous military training and experience (DD-214), in order to qualify for direct entry under this provision.

- d. **Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
 - e. **Obtain a qualifying score of a (5), using the electrical industry's aptitude test developed and validated by the American Institute for Research.**
 - f. **Possess a valid Driver License**
- 14. Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements established by the JATC and recognized by the JATC and sponsored by community outreach group, or by the IBEW, NECA, or by the Local, State, Regional or National Building Trades programs, or by the JATC; may qualify for either direct interview or direct entry; as determined by the JATC and available apprenticeship opportunities. The JATC using standard means of evaluation (see Section X) will determine direct entry or direct interview. To qualify under this provision, applicants must:**
- a. **Complete an application form, accurately responding to all questions and items including statements that they are:**
 - (1) **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - (2) **Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
 - (3) **Able and willing to attend all related classroom training as required to complete their apprenticeship.**
 - (4) **Able to climb ladders, scaffolds, poles and towers of various heights.**
 - (5) **Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
 - (6) **Able to read, hear and understand instructions and warning.**
 - b. **Meet the minimum age requirement of 18 at the time of application.**
 - c. **Provide to the JATC proper, undisputable documentation confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as: complete/graduation certificates, transcripts, notarized letters of confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification**

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of the applicant. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate.

- d. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- e. Obtain a qualifying score of a (5), using the electrical industry's aptitude test developed and validated by the American Institute for Research.
- f. Possess a valid Driver License
- g. Submit a DD-214 to verify military training and/or experience if they are a veteran.

B. Equal Employment Opportunity Plan:

The Apprenticeship Committee has pledged that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. In order to promote equality of opportunity, the Apprenticeship Committee hereby pledges to take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool.

1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.
3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).
4. Engage in any other such action to insure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.

C. Apprentice applicant appeals procedure:

1. An Appeals Committee is hereby established, composed of one member appointed by Labor, one member appointed by management and a public member appointed by both these members.

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Each organization shall appoint its own representative on the Appeals Committee in such manner, as it desires except that no member of the Apprenticeship Committee may serve on the Appeals Committee.

2. Where an Appeals Committee exists under an established referral procedure and it is of this type, it shall be used for this purpose.
3. Management and labor shall mutually agree to and select the public member of the Appeals Committee.
4. The authority of the Appeals Committee shall be limited to the rendering of decisions on cases involving unjust treatment of applicants for the apprenticeship program in the matter of selection.
5. Any appeal must be filed in writing within fifteen (15) days of the date of notifications of the applicant as to the decision of the Apprenticeship Committee regarding his application.
6. A copy of the appeal shall be filed with the Apprenticeship Committee.
7. The Apprenticeship Committee must file a written answer to the appeal within thirty (30) days of receipt of the copy of the appeal.
8. The Appeals Committee shall consider the written evidence and shall on request grant a hearing.
9. A final decision shall be rendered within thirty (30) days of the date of the filing of the Apprenticeship Committee answer to the appeal from the date of a hearing.
10. Decisions of the Appeals Committee shall be final and binding upon the Apprenticeship Committee.

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

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Completion of Apprenticeship:

Once an apprentice has completed the required related supplemental instruction and the required hours of on-the-job training, the apprentice will have 60 days to provide the appropriate passing State Electrical Certification exam results to the JATC. Failure to provide the appropriate passing exam results within 60 days will result in suspension from the program until the passing exam results are produced. Failure to provide the passing results to the JATC within 120 days of the suspension will result in termination from the program. The JATC may elect to require repeat of RSI, re-rating the apprentice to a lesser wage progression or special tutoring.

When the above requirement has been met, the employers and IBEW Local 112 will be notified that the apprentice is to be classified as a journey-level worker and receive the journey-level workers' rate of pay.

- A. The term of training for Inside Wireman Apprentice shall not be less than 8000 hours of employment.**
- B. The term of training for Low Energy/Sound & Communication Apprentices shall not be less than 4800 hours of employment and may require more than four years to complete in view of possible employment lapses. Apprentices desiring certification of OJT hours for the purposes of qualifying to take the Oregon LEA Electrical examination, shall have an additional 1200 hours (4801-6000 hours) tracked and certified by the JATC. Upon completion of the additional hours, the JATC shall notify BOLI, Electrical Licensing Division by letter.**
- C. The term of training for Residential Electrician Apprentice shall not be less than 4000 hours of employment and may require more than two years to complete in view of possible employment lapses.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

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2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.
 - A. **The first 1600 hours of OJT and satisfactory performance in related training up to the completion of the first school year shall constitute the probationary period for Inside Wireman Apprentices. The Low Energy/Sound and Communication Technician Apprentice probationary period shall be the first 960 hours of OJT and the Residential Electrician Apprentice probationary period shall be the first 800 hours of OJT. During this period, the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations. Furthermore, the Registration Agency shall be notified of any extension of the probationary period (documenting action taken to address the issue(s) involved) in lieu of terminating the apprenticeship agreement.**
 - B. **During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.**
 - C. **Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge, and overall performance evaluated during the probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.**
 - D. **Prior to the end of the probationary period, action must be taken on each probationary apprentice to end the probation, extend probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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

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The ratio of apprentices to journey-level workers is as follows:

A. Inside Wireman Apprentice

The overall ratio is 2 apprentices for every 3 journey-level workers or fraction thereof. This ratio can be used on each job, contract or shop in conformance with the Collective Bargaining Agreement.

B. Low Energy/Sound & Communication Apprentice

The overall ratio is 2 apprentices for every 3 journey-level technicians or fraction thereof. This ratio can be used on each job, contract or shop in conformance with the Collective Bargaining Agreement.

C. Residential Electrician Apprentice

Every training agent who steadily employs one or more residential journey-level workers may have two residential apprentices for every residential journey-level worker on the job in conformance with the Collective Bargaining Agreement.

This exemption to the ratio for residential electrician was given final approval at the April 2009 WSATC quarterly meeting.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

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

This JATC has established periods of apprenticeship as stipulated below.

Advancements are not automatic. The following requirements must be met:

- **Completion of OJT hour requirement, (Depending on period)**
- **Successful progress and/or completion of related training requirements**

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- All monthly work progress reports turned in on time.
- Satisfactory instructor reports
- All tuition and book fees must be paid
- Satisfactory and current on-the-job training evaluations must be turned into the training center office.

The apprenticeship committee will review and act on up-rates after the above requirements have been satisfied. Advancement notices will then be mailed to the apprentice and employer.

A. Inside Wireman:

Registered BEFORE April 12, 2013

Step	Percentage of journey-level rate	OJT Hours
1	45%	0000 - 1600 hours
2	50%	1601 - 2000 hours
3	55%	2001 - 3500 hours
4	65%	3501 - 5000 hours
5	75%	5001 - 6500 hours
6	85%	6501 - 8000 hours

Registered AFTER April 12, 2013

Step	Percentage of journey-level rate	OJT Hours
1	40%	0000 - 1600 hours
2	45%	1601 - 2500 hours
3	50%	2501 - 3500 hours
4	65%	3501 - 5000 hours
5	80%	5001 - 6500 hours
6	85%	6501 - 8000 hours

B. Low Energy/Sound & Communication Technician Apprentice:

Step	Percentage of journey-level rate	Min. Accum OJT Hours	+	Related Training Completed
1	55%	0000 - 0800	+	Satisfactory Progress
2	60%	0801 - 1600	+	Satisfactory Progress
3	65%	1601 - 2400	+	Satisfactory Progress
4	70%	2401 - 3200	+	Satisfactory Progress
5	80%	3201 - 4000	+	Satisfactory Progress
6	85%	4001 - 4800	+	Satisfactory Progress

To be advanced, the apprentice must have satisfactorily completed both

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C. Residential Electrician Apprentice:

Step	Percentage of journey-level rate	Min. Accum OJT Hours	+	Related Training Completed
1	50%	0000 - 1000	+	Satisfactory Progress
2	60%	1001 - 2000	+	Satisfactory Progress
3	75%	2001 - 3000	+	Satisfactory Progress
4	90%	3001 - 4000	+	Satisfactory Progress

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VIII. WORK PROCESSES:

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

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

In order that the apprentice may acquire the necessary skills of the trade in its various categories, he/she (as near as possible) shall be provided with employment in these categories with specified amounts of experience required.

All such work shall be performed under the supervision of a journey-level worker. Supervision should not be of such nature as to prevent the development of responsibility and initiative.

At the end of each progression period of employment, the Apprenticeship Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating, or cancel his/her registration.

<u>A. Inside Wireman:</u>	<u>Approximate Hours</u>
<u>Residential</u> - wiring of residences, duplexes, and small apartment buildings and necessary shop work preparation	1000
<u>Commercial</u> - wiring of public, commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation	2500
<u>Industrial</u> - wiring of all industrial buildings and equipment, the maintenance, repair and alternation of the same; and the necessary shop work and preparation.....	3000
<u>Specialized Systems</u> - wiring of systems, which include sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television, programmable controllers, and nurse call systems	1500
TOTAL HOURS:	8000

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<u>B. Low Energy/Sound & Communication Apprentice</u>	<u>Approximate Hours</u>
1. Limited energy installations, including: Cables and supports, wire pulling, splices, conduit, flex tray and duct, controls, wiring devices, removal and finish work, stock room and materials, overhead and underground.....	2100
2. Troubleshooting and maintenance	350
3. Occupation-specific applications, including:.....	2350
a. Communication systems, including intercom, data telecommunication, and paging.	
b. Specialized control systems, including HVAC.	
<u>TOTAL HOURS:</u>	4800

NOTE: The Committee realizes that the completion of on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in every work process as set forth in this standard. When an apprentice is unable to fulfill the total hours worked in each work process, the committee will evaluate the apprentice's knowledge, skills and abilities and provide appropriate additional related instruction to assure that competency is acquired in each work process. The evaluation and summary of the additional instruction will be noted in the apprentice's file.

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<u>C. Residential Electrician Apprentice:</u>	<u>Approximate Hours</u>
1. Wiring of outlets in a single family residences	1300
2. Wiring of general outlets in multiple family residences	500
3. Wiring of general outlets in apartment building	500
4. Wiring for service connection meters and distribution	300
5. Major appliance installation and service	100
6. Remodeling of residential buildings	500
7. Installation and service on TV and FM antenna systems	50
8. Installation and service of intercom systems	75
9. Installation and service of music systems	75
10. Installation, service and controls of electric heat	500
11. Installation, service and control of air-conditioning	100
TOTAL HOURS:	4000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

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

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

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

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

- 1. **Inside Wireman Apprentice.....200**
- 2. **Residential Electrician Apprentice.....150**
- 3. **Low Energy/Sound & Communication Apprentice.....150**

***Note: Hours may be increased to meet changing industry needs.**

- (X) twelve-month period from date of registration.*
- () defined twelve-month school year: **(insert month)** through **(insert month)**.
- () two-thousand hours of on the job training.
**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

- A. **The Apprenticeship Committee shall secure competent instructors who knowledge, experience and ability to teach shall be carefully examined. The qualifications for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructors shall take such teacher training courses as are available.**
- B. **The first year apprentice will be required to complete a formal first aid class, taught by a certified instructor, in addition to the required hours of related instruction. The apprentice will be required to have a valid first aid card in order to complete the program. The time spent in this classroom instruction shall be in addition to the required hours of on-the-job training and other related training.**
- C. **The instructors shall give periodic examinations and report the results to the Apprenticeship Committee so that the apprentice's progress may be checked and corrective measures applied where necessary.**

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

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right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

1. Duties of the Committee:

- a. **The groups cooperating in these Standards shall refer all problems pertaining to apprenticeship to the Committee for action and disposal before action is reported to the sponsoring organizations.**
- b. **In the event the employer and the employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement.**
- c. **All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund.**
- d. **The Committee shall make an annual report to the respective employer/employee organizations covering its work for the preceding year.**
- e. **The Committee shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such a policy statement shall be subject to revision by the Committee.**
- f. **The Apprenticeship Committee shall secure such course material and equipment as may be necessary.**

2. Previous Experience:

Candidates with previous experience in the electrical trade can ask for and have such experience evaluated by the Committee. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advance credit shall be subject to review prior to his/her advancement.

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3. Advancement of Apprentices:

- a. The JATC shall examine the progress of the apprentice on the job and in related instruction on a regular basis. A performance evaluation form shall be used. The JATC will also receive a monthly OJT training report showing the experience and training in the various work processes.
- b. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

4. Adjustment of Differences: Cancellation of Registration:

- a. The Committee may cancel the Apprenticeship Registration and remove the apprentice from the apprenticeship program for Cause. Such removal by the Committee shall cancel his/her classification of apprentice and his/her opportunity to complete his/her training.
- b. Any apprentice shall have the right to appear before the Committee if the probationary period is completed.
- c. The Apprentice Registration may also be canceled by mutual consent of all parties of the registration.
- d. The Washington State Apprenticeship and Training Council shall be notified of all such cancellations.

5. Complaint Procedure: Refer to WAC 296-05.

6. Certificate of Completion:

- a. At completion of the term of apprenticeship, the Committee shall review and examine the apprentice. If satisfactory in all phases of his/her training, the Committee will so certify to the sponsoring parties. If not satisfactory, the term of apprenticeship may be extended.
- b. The Committee will present the apprentices with a Certificate of Completion. These certificates shall be approved and signed by the officers of the Committee.

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7. Safety and Health Training:

- a. The employer shall instruct the apprentice in safe and healthful work practices and shall ensure the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor and under Public Law 91-596, dated December 20, 1970 as amended by Public Law 101-552 dated November 5, 1990, or State or local standards that have been found to be at least as effective as the Federal Standards.
- b. While on the job site, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.
- c. The JATC shall see that all apprentices complete CPR/First Aid training during their apprenticeship. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. NOTE: This training requires additional classroom hours.

8. Statement of Policy:

The Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards and the published policies of the Apprenticeship Committee.

9. Qualifications of Employers:

- a. An employer who is eligible to train apprentices shall meet the qualifying requirements as set forth below and be able to provide the necessary work experience for training.
- b. An employer is a person, firm or corporation meeting the following qualifications in the judgment of the Apprenticeship Committee.
 - (1) Sufficient knowledge, experience and financial responsibility;
 - (2) Maintain a permanent place of business as a shop, separate from a residence;
 - (3) Are open to the public during normal business hours;
 - (4) Maintain suitable financial status to meet payroll weekly;

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- (5) **Employ at least one (1) journey-level worker continuously who is not a member of the immediate family.**
- (6) **An agreement for funding for the purpose of maintaining the Apprenticeship and Training Program will be entered into with each employer prior to employer certification as a training agency.**

10. Apprentices' Hours & Supervision:

- a. **An apprentice shall be under journey-level supervision at all times. Journey-level workers are not required to constantly watch the apprentice, but are to lay out the work required and permit the apprentice to perform the work on his/her own. Journey-level workers are permitted to leave the immediate work area without being accompanied by the apprentice.**
- b. **The apprentice's work shall not interfere with attendance at related school instruction classes. Supervision should not be of such a nature as to prevent the development of responsibility and initiative.**
- c. **The instructors shall give periodic examination and report the results to the Apprenticeship Committee so that the apprentice's progress may be checked and corrective measures applied where necessary.**
- d. **Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided that each JATC, their respective parent organizations and the apprentice agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement clearly indicating that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with instructions to return to the JATC with whom they are registered may result in the termination of the apprentice's apprenticeship agreement; in which case they would no longer be employable in the jurisdiction.**

11. Advancement of Apprentices:

At the end of each period of employment, the Apprenticeship Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve

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advancement, extend present rating for a specified probationary period, or cancel their registration.

12. Apprenticeship Agreement:

- a. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.
- b. Prior to signing the apprenticeship agreement, each selected applicant shall be given the opportunity to read and review these Standards, the JATC's written Rules and Policies, the apprenticeship agreement and sections of the CBA that pertains to the Apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.

B. Local Apprenticeship Committee Policies

The apprentice will be provided with a copy of written Policies and Procedures and will sign an acknowledgment receipt of the same. This procedure will be followed whenever revisions or modifications are made to the Policies and Procedures.

POLICIES & PROCEDURES

FOR THE

**LU 112 - NECA ELECTRICAL
JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

MEMBER OF THE

**WESTERN DIVISION, INLAND EMPIRE CHAPTER
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION**

AND THE

**LOCAL UNION #112
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS**

**(Revised 1997)
(Updated 01/20/2006)**

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**Dennis Williamson
Training Director**

INTRODUCTION

As the Electrical Construction Industry improves each day, so strives the Joint Apprenticeship and Training Committee to improve the education and training of the younger generations for the Electrical Construction Industry.

The rules set in these Policies and Procedures are stringent to promote a quality craftsman in the Electrical Construction Industry, and outstanding citizens for the communities. The Electrical Construction Industry is responsible for maintaining the apprenticeship training program and, by the same token, the apprentice has an obligation to the Electrical Construction Industry to conduct themselves in a responsible manner.

As the apprentice is better informed of the apprenticeship program and conscientiously assumes their responsibilities during their apprenticeship, they will be better prepared with the proper skills and knowledge necessary to assume a better position as Journey-level Electrical Worker in the Electrical Construction Industry when they graduate.

Let us strive together as apprentices with Labor and Management to make this industry the best industry in this nation and the world.

JATC RESPONSIBILITIES

ARTICLE 10 - PURPOSE OF POLICIES AND PROCEDURES

- 10-1. The purpose of these policies and procedures is to unify the training program, which covers the jurisdiction of Local Union #112 of the IBEW and the Inland Empire Chapter of the NECA. This is a joint venture between Labor and Management to improve the industry through training for the communities and the future generations.
- a. The JATC is authorized to administer and enforce these Apprenticeship Policies and procedures under the guidelines of the Standards registered with the State of Washington, Department of Labor and Industries, Apprenticeship Section.
 - b. These Standards shall be governed by the Washington State Apprenticeship Act (R.C.W. 49.04) and the Federal Labor Standards (29 CFR 29), which govern employment and training in apprenticeable occupations.

EDUCATIONAL TRAINING REQUIREMENTS

ARTICLE 20 - RESPONSIBILITY OF APPRENTICE

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- 20-1. Apprentices shall be required to attend related educational training a minimum of 200 hours per year for Construction, 150 hours for Residential and 150 for Low Energy Apprenticeship programs.**
- 20-2. Apprentices must be in the classroom with proper educational materials and ready for class by scheduled time of class. Completion of all homework assignments shall be the total responsibility of each apprentice.**
- 20-3. The responsibility rests solely with the apprentice to complete all lessons and topics missed due to absenteeism to the satisfaction of the class instructor.**
- 20-4. Apprentices who are absent shall state the reason in writing and present it to the Trust Office for action by the JATC at the next regular scheduled monthly meeting. Excuse accepted by the JATC as being valid will exempt the apprentice from penalties, but not from the required minimum hours per year.**
- 20-5. Any apprentice who fails to return to class following a break or who decides to leave early on their own volition shall be given no credit for that class and marked absent for the entire class.**
- 20-6. Apprentices not maintaining a year-end grade point average of 75% may be canceled from the program. If allowed to repeat a school year, failure on the part of the apprentice to pass any individual block of training with a minimum 75% GPA shall result in the apprentice being automatically canceled from the apprenticeship program.**
- 20-7. All apprentices are subject to the "Failed Test Policy" for each year of Related training. Penalties for failing tests are:**
- First failed test - No penalty**
 - Second failed test - 1-month delay in next scheduled up-rate.**
 - Third failed test - "Show Cause" hearing with JATC**
- This policy will apply to each academic year during the apprenticeship program.**
- 20-8. Retest scores will have an automatic deduction of fifteen (15) points of the final score. The Committee may waiver this deduction if the apprentice shows a written legitimate excuse.**
- 20-9. Vacations will not be scheduled during the related educational school year. Exceptions may be made through the JATC or their representative only and only when requested in writing.**

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- 20-10. No tobacco use of any kind is allowed in the JATC building. A smoking area will be provided during break time.
- 20-11. The use or possession of alcohol, drugs, weapons or firearms by an apprentice at any time on JATC premises, or on the job site (including company vehicles), is strictly prohibited. Any person violating this policy will be subject to discipline under the terms of this policy up to and including termination.
- 20-12. School hours and dates are sent to each apprentice before the school year begins and should be referred to by all apprentices.
- 20-13. It is the responsibility of each apprentice to be punctual, respectful, attentive, dependable and neat appearing with regard to classroom conduct.
- 20-14. Tutoring will be available through the Trust Office for apprentices in the program. Tutoring will not be available during the probationary period. Tutors will be paid at the prevailing journey-level wireman rate by the apprentice. Arrangements will be made at the convenience of the tutor.
- 20-15. Any test missed due to absence of the apprentice may be made up at the convenience of the class instructor and within a one-week period from the date the test was originally administered. Cost of the instructor will be the responsibility of the apprentice taking the test and shall be paid at the instructor wages.

"ON-THE-JOB" TRAINING REQUIREMENTS

ARTICLE 30 - RESPONSIBILITY OF APPRENTICE

- 30-1. Each apprentice shall maintain a regular on-the-job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure to comply will result in severe disciplinary action by the JATC
- 30-2. An apprentice may not refuse a job assignment. If the apprentice does not agree with the job assignment, he/she shall report as assigned, request in writing through the Trust Office an appearance before the JATC and continue to work as assigned until removed by JATC action or transferred or terminated by the employer. A violation of the above shall be subject to disciplinary action by the JATC
- 30-3. An apprentice must sign the out-of-work list no later than the next workday after he/she becomes unemployed.
- 30-4. Apprentices shall perform all the duties and tasks on the job as are associated with the craft and an apprenticeship.

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- 30-5. Overtime shall not interfere with scheduled classes of related educational instruction and shall not be detrimental to the health and safety of the apprentices. Overtime hours worked shall be recorded as actual hours worked.**
- 30-6. Each apprentice will be solely responsible for maintaining a work record book with copy of the record each month to be turned into the Trust Office by the 10th day of the following month.**
- 30-7. Monthly work records not turned in by the 10th day of the following month will result in the next scheduled update being held for thirty (30) days for each offense. Three consecutive offenses will constitute action by the JATC for not complying with these Policies and Procedures.**
- 30-8. Hours worked, working conditions, overtime, health and welfare, vacation and pension provisions are those agreed to in the Collective Bargaining Agreement currently in effect between the Inland Empire Chapter of the NECA and the Local Union #112 of the IBEW**
- 30-9. Work habits that include safety violations, sloppy workmanship, negative attitudes or refusal to do or help with assigned work will result in the apprentice being sent home until he/she appears before the JATC at their next scheduled meeting. The importance of maintaining good customer relations for the IBEW an NECA is critical. Work place behaviors or actions by apprentices that threaten positive relations with customers will not be tolerated.**
- 30-10. The use of alcoholic beverages, non-prescription drugs or other controlled substances on the job shall be reason for the apprentice to be canceled from the Apprenticeship Program.**
- 30-11. It is the responsibility of the apprentice to be punctual, respectful, attentive, dependable and neat appearing with regard to on-the-job conduct.**
- 30-12. Each apprentice shall provide themselves with the following tools:**

Inside Wireman:

Tool Belt and Pouch	1 electrician hammer
2-Pair of Channelocks	Hacksaw Frame
Electrician's knife	600-Volt Pouch-Type Voltage Tester
Pencil	1 Torpedo level
Wire Strippers	1 Pair needle nose Pliers
1-Pair Side Cutting Dikes	Tool Box
1-Pair Side Cutting Pliers	Current NEC book

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Awl or center punch	#2 lock recess driver
Seven piece spin tites, up to 1/2"	Allen wrenches, up to 3/8"
Up to 7 screwdrivers	Combination wrenches - 3/8", 7/16", 1/2" & 9/16"
Steel tape, 25 foot or less	Wood rule is optional

Limited Energy:

Knife*	Side Cuts or Flush Cuts
Flashlight*	Hacksaw Fram
Level *	Crescent Wrench
Pencil*	Keyhole Saw
Tape Measure*	Tri-Tap Tool
Needle Nose Pliers*	Impact Tool, (no blades)
Electrician's Scissors	Toner & Inductive Amplifier
Channel Locks*	Set of Allen Wrenches, (not over 3/8")
Slotted Screw Driver*	V.O.M. (Optional)
Phillips Screw Driver*	
Square Driver*	

*Indicates minimal starting tool list for Apprentice/Installer. All Apprentices & Installers shall add to their tools as rapidly as possible until a full set of tools is acquired.

Residential Electrician:

Electrician's knife	1 Phillips Wobbly Screwdriver
Pencil	600-Volt Pouch-Type Voltage Tester
Wire Strippers	1 Torpedo level
1-Pair Side Cutting Dikes	1 Pair needle nose Pliers
1-Pair Side Cutting Pliers	Tool Belt and Pouch
Electrician's Hammer	Current NEC book
2 Screwdriver's (not over 8")	Steel Tape, 25' or less
#2 Lock Recess Driver	In addition, a Wooden Rule is OK
1 Straight Wobbly Screwdriver	

TRAINING CENTER

ARTICLE 40 - MAINTENANCE OF TRAINING CENTER

- 40-1. Apprentices shall endeavor to maintain the Training Center in a clean and tidy condition.
- 40-2. Apprentices who are found intentionally damaging or defacing the Training Center will be subject to severe penalties by the JATC

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ARTICLE 50 - RESPONSIBILITY OF INSTRUCTOR

- 50-1. Records will be maintained by the class instructor recording when an apprentice is in attendance, absent or late in arriving at start of class. The class instructor shall record and notify the Training Director in writing each week of all apprentices absent or late for class.**
- 50-2. Instructors will maintain a monthly report containing test results with continuation of average grades for month, attendance and other comments required. This monthly report shall be reviewed by the JATC at their regularly monthly meeting for action.**
- 50-3. Scheduled class breaks will be at the discretion of the instructor.**
- 50-4. Instructors wishing to reschedule a class will notify the JATC in advance.**
- 50-5. Extra activities scheduled outside regular school hours will be treated as regularly class time, when approved by the JATC in advance, through the Trust Office.**

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department

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- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

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

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.

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B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression

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- Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

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

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 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

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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 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.

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

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

- 1. The Apprenticeship Committee for the Electrical Contracting Industry, hereinafter called the "Apprenticeship Committee", shall be composed of equal members qualified to represent the employers and qualified to represent the employees.**
- 2. Members of the Apprenticeship Committee shall be selected by the groups they represent. The term of office shall be for three years. The term of one employer representative and one employee representative to expire each year with vacancies to be filled in the same manner as the original appointments were made. An Apprenticeship Committee member may succeed himself. The Apprenticeship Committee shall select from its membership, but not both from the same group, a chairman and a secretary who shall retain voting privileges.**
- 3. Any member of the Apprenticeship Committee may be removed for cause and replaced by proper action on the part of the organization, which he represents.**

Any officer or Apprenticeship Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Apprenticeship Committee for dereliction of duty or misconduct in office. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.

- 4. Consultants may be invited to attend meetings of the Apprenticeship Committee but shall have not official voice or vote.**
- 5. The Apprenticeship Committee may establish or authorize a joint subcommittee to be similarly constituted and selected for training other than apprenticeship.**

Quorum: Four (4) members of the committee or subcommittees, two (2) from each of the sponsoring parties shall be a quorum for the transaction of business, but each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.

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

The employer representatives shall be:

(W. Division, Inland Empire Chpt. Nat'l Electrical Contractors Assn.)

**David Chally, Chairman
1715 N Atlantic St
Spokane, WA 99205**

**Andy Hunt
1715 N Atlantic St
Spokane, WA 99205**

**Mark Leibold
1715 N Atlantic St
Spokane, WA 99205**

**Mitch Murphy
1715 N Atlantic St
Spokane, WA 99205**

The employee representatives shall be:

(International Brotherhood of Electrical Workers, Local Union #112)

**Darold "Pete" Marsh, Secretary
2637 W Albany Street
Kennewick, WA 99336**

**Tim Murray
2637 W Albany Street
Kennewick, WA 99336**

**Jim Karback
2637 W Albany Street
Kennewick, WA 99336**

**Joe Legard
2637 W Albany Street
Kennewick, WA 99336**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Dennis Williamson, Training Director
8340 Gage Blvd.
Kennewick, WA 99336**