



STANDARDS OF APPRENTICESHIP
adopted by

SOUTHEASTERN WASHINGTON/NORTHEASTERN OREGON
SHEET METAL WORKERS APPRENTICESHIP COMMITTEE

(sponsor name)

Table with 3 columns: Occupational Objective(s), SOC#, and Term. Rows include RESIDENTIAL SHEET METAL WORKER, SHEET METAL SERVICE TECHNICIAN, and SHEET METAL WORKER.



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
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By: LEE NEWGENT
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By: ELIZABETH SMITH
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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 following Standards for the development of sheet metal worker apprentices have been prepared by representatives of the International Association of Sheet Metal Workers Local Union No. 55 and employers of Sheet Metal Workers representatives of the industry in the area and assisted by the Department of Labor and Industries, Apprenticeship Section.

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When approved by and registered with the Registration Agency, these Standards will govern the training of apprentices in the Industry.

I. GEOGRAPHIC AREA COVERED:

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

The area covered by these Standards shall be Benton, Columbia, Franklin, Garfield, Kittitas, Klickitat Walla Walla, and Yakima Counties in the State of Washington and Umatilla, Union, Wallowa and Morrow Counties in the State of Oregon.

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 Umatilla, Union, Wallowa, and Morrow.

II. MINIMUM QUALIFICATIONS:

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

A. Sheet Metal Service Technician and Sheet Metal Worker

- Age: **Applicants shall be at least 18 years of age.**
- Education: **Applicants shall be high school graduates or State Equivalent Certification or GED.**
- Physical: **Applicants must be physically able to perform the work of the trade with or without reasonable assistance.**
- Testing: **Applicants are required to take a Sheet Metal Math and Reading assessment test at time of application. A minimum Math score of 16 and minimum Reading score of 27 shall be required for further processing. If applicant does not meet or exceed minimum scores in one or both categories, no further processing will be done for a period of one year.**

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Other: **All applicants must produce a valid driver's license, social security card, proof of auto insurance; and high school transcript, GED scores, or equivalent certification. The applicant must sign the "Applicant Log" and then will be given an "Application for Apprenticeship." Applications shall be filled out at the designated offices. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards".**

B. Residential Sheet Metal Worker

Age: **Applicants shall be at least 18 years of age.**

Education: **None**

Physical: **Applicants must be physically able to perform the work of the trade with or without reasonable assistance.**

Testing: **None**

Other: **The applicant must sign the "Applicant Log" and then will be given an "Application for Apprenticeship." Applications shall be filled out at the designated offices. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards."**

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:

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1. General Selection Procedures for Sheet Metal Worker and Sheet Metal Service Technician Apprentices:

- a. Applications are available year round, excluding holidays, Monday through Friday from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. at 1718 W. Sylvester St., Pasco, WA 99301.
- b. Upon completion of the application, the applicant will be asked to complete a "Geographic Availability" form indicating the counties in which he/she is available for work. Applicants may update this form at any time.
- c. Entry into the apprenticeship program will be on an as needed basis.
- d. Applicants meeting the minimum requirements and passing the basic sheet metal worker's aptitude test will be placed on the list of eligibles for apprentice according to the following criteria:
 - (1) Score on the Basic test
 - (2) Score on the G.E.D. or the High School Transcript.
 - (3) Participation in a High School Apprenticeship Articulation Program.
 - (4) Military History.
- e. Applicants being accepted into the program will be required to take and pass a pre-employment urinalysis drug screening test after being registered but before being employed by an Authorized Training Agent. Expense of the test will be paid per the Collective Bargaining Agreement.
- f. 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 alcohol use.
- g. Names will be kept on the list for a minimum of 2 years. This time could be extended 90 days per each letter received requesting to be kept on the list.

2. General Selection Procedures for Residential Sheet Metal Worker

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- a. Applications for entry into the apprenticeship program will be on an as needed basis and according to the following criteria.
 - (1) Rank order on the cumulative applicant list
 - (2) Geographic availability
 - (3) Timely response to contact the JATC
 - b. Applicants meeting minimum qualifications will be placed on a list to await registration/employment on a first in - first out basis.
 - c. The committee reserves the right to make exceptions to the above procedure in considering applicants having previous experience.
 - d. Applications are available year round, excluding holidays, Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. at 1718 W. Sylvester St., Pasco, WA 99301.
3. **EXCEPTIONS:**
- a. An employee of a non-signatory employer not qualifying as a journey level person when the employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant.
 - b. An individual who signed an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the JATC and registered at the appropriate period of apprenticeship based on previous work experience and related training.
 - c. (Direct Entry) Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship provided:
 - (1) The employer is an approved training agent of these standards.
 - (2) The applicant has met the minimum qualifications.
 - d. The committee reserves the right to make exception to the selection procedures in considering applicants having previous experience and or accredited training.
 - e. The committee reserves the right to make exceptions to the selection procedures in considering female and minority applicants to assist in meeting Equal Employment Opportunity goals and timetables.

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B. Equal Employment Opportunity Plan:

It is understood that affirmative action is not merely passive nondiscrimination, but includes principles, methods, and programs for the identification, positive recruitment, training, and motivation of present and potential minority and female (minority and non-minority) apprentices. The apprenticeship Sponsor's Equal Employment Opportunity plan shall include dissemination of information concerning the nature of apprenticeship, availability of apprenticeship openings, source of applications, and the equal opportunity policy of the Sponsor. Such information shall be given to the ATELS, Department of Labor and Industries Apprenticeship Section, local schools, Department of Employment, community organizations which effectively reach minority and women's (minority and non-minority) groups, and newspaper circulated in the minority community.

The Sponsor shall select a significant number of the following activities to meet affirmative action obligations (check as applicable):

- (X) Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- (X) Cooperate with school boards, community colleges, and vocational schools to develop programs which prepare students for entrance into apprenticeship.**
- (X) Engage in any other such action as checked above to insure that recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.**

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

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

- A. The term of apprenticeship for a Sheet Metal Service Technician and Sheet Metal Worker shall be 9,000 hours or five (5) years of reasonably continuous employment, including the probationary period. Any extension or reduction of time may be granted by the Apprenticeship Committee only upon adequate proof that the apprentice is entitled to such consideration.**

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- B. The term of apprenticeship for a Residential Sheet Metal Worker shall be 5,400 hours or three (3) years of reasonably continuous employment, including the probationary period. Any extension or reduction of time may be granted by the Apprenticeship Committee only upon adequate proof that the apprentice is entitled to such consideration.**

V. INITIAL PROBATIONARY PERIOD:

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

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
 2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.
- A. Sheet Metal Workers and Sheet Metal Service Technicians employed in accordance with these Standards shall be subject to an initial probationary period not exceeding the first 1,800 hours of employment of apprenticeship.**
- B. Residential Sheet Metal Workers employed in accordance with these Standards shall be subject to an initial probationary period not exceeding the first 1,080 hours of employment of apprenticeship.**

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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- A. For Sheet Metal Service Technician and Sheet Metal Workers, the employer will be eligible for one (1) Apprentice to every three (3) Journey-level workers employed per employer workforce. However, in no event shall the ratio of apprentices to journey-level workers exceed a one (1) to one (1) ratio.**
- B. All Sheet Metal Service Technicians performing service work shall be allowed to work alone with the following conditions:**
 - 1. Service work hours are 7:00 a.m. to 7:00 p.m., Monday through Saturday.**
 - 2. All Sheet Metal Service Technicians shall at all times be able to contact a journey-level technician or supervisor for answers and advice.**
 - 3. The journey-level worker or supervisor shall ensure that the Apprentice is receiving their on-the-job training and shall be responsible for the health and safety of the Apprentice.**
- C. Residential Sheet Metal Worker, the ratio shall be 1 apprentice to 1 journey-level worker per job site.**

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.

A. Sheet Metal Worker and Sheet Metal Service Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 0900 hours (0 – 6 months)	50%
2	0901 – 1800 hours (7 – 12 months)	55%
3	1801 – 3600 hours (13 – 24 months)	60%
4	3601 – 5400 hours (25 – 36 months)	70%
5	5401 – 7200 hours (37 – 48 months)	75%
6	7201 – 9000 hours (49 – 60 months)	85%

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B. Residential Sheet Metal Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 0900 hours	50%
2	0901 – 1800 hours	60%
3	1801 - 2700 hours	65%
4	2701 - 3600 hours	70%
5	3601 - 4500 hours	80%
6	4501 - 5400 hours	85%

Plus all fringe benefits.

Any loss of time during a period of apprenticeship shall be made up before an apprentice is eligible for advancement.

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VIII. WORK PROCESSES:

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

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

<u>A. Residential Sheet Metal Worker:</u>	<u>Approximate Hours</u>
1. General sheet metal work.....	610
2. Operation of hand tools	610
3. Heating and ventilation	1210
4. Air conditioning	610
5. Soldering/Brazing	530
6. Special installation	610
7. Control installation	610
8. Gutter and spouting.....	610
TOTAL HOURS:	5400

All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.

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<u>B. Sheet Metal Service Technician:</u>	<u>Approximate Hours</u>
1. Service of heating systems and air conditioners.....	3500
2. Control installation	1500
3. Installation of heating air unit	1000
4. Operation of hand and machine tools	500
5. Special installation and specialty work	500
6. General sheet metal work.....	500
7. Air Balance	500
8. Soldering, welding, brazing.....	500
9. Energy management	500
TOTAL HOURS:	9000

All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.

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<u>C. Sheet Metal Worker:</u>	<u>APPROXIMATE HOURS</u>
1. General sheet metal	1000
2. Architectural sheet metal work	1000
3. Industrial sheet metal work	1000
4. Specialty installation and specialty work.....	1000
5. Operation of hand and machine tools	1000
6. Air condition, furnace, and solar heating	1000
7. Soldering, welding, brazing and plastic welding.....	1000
8. Hand rigging as pertaining to the trade.....	500
9. Non-Destructive and QA/QC	300
10. Air Balance	200
11. C.A.D. and computer training	500
12. Safety and hazmat training	200
13. Indoor air quality	300
TOTAL HOURS:	9000

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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: **Perry Technical, Walla Walla Community College, and Columbia Basin Community College**
- Private Technical/Vocational college
- Training trust
- Other (specify): **Other assigned tasks, i.e. homework, research. Additional classes/courses as approved by the Committee.**

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

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Residential Sheet Metal Worker - 144 hours

Sheet Metal Service Technician - 200 hours

Sheet Metal Worker - 200 hours

- 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 class schedule for related training will be followed. Attendance is mandatory.**
- B. Tardiness is defined as not being present at the start of class. The Instructor will record all absences and tardiness. (Tardiness will be recorded in 30 minute increments).**
- C. Minimum required hours of attendance at related training will be per RSI hours noted above. Failure to attend the minimum required hours could mean repeating the year over and held at present rate.**
- D. The time of the break, if any, will be decided by the instructor.**
- E. Apprentices will not leave the local training facilities during class.**
- F. Any apprentice who demonstrates behavior that disrupts, impedes or adversely impacts the learning environment, either on-the-job or while attending related supplement instruction, shall have to appear before the JATC to show cause why he/she should not be disciplined, suspended, or cancelled from the program.**
- G. The safety code for attending class shall be as follows: No tank tops or sleeveless undershirts. Adequate leather foot protection (no thongs, tennis shoes or bare feet).**
- H. All apprentices will be given a quarterly test at the end of each school quarter. The test will be given by the instructor.**
- I. Upgrading will be determined by the following:**
 - 50% related school training**
 - 50% evaluation forms filled out by the apprentice's employer, foreman, and the journey-level worker with whom he/she works.**

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W-A-I-V-E-R: Apprentices must sign a grade and attendance waiver so grades and attendance can be released to the Apprenticeship Committee.

- J. All apprentices must furnish their own drafting equipment and all their own hand tools for shop projects.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

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

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

A. General Procedures

- 1. Southeastern Washington/Northeastern Oregon Sheet Metal Apprenticeship Committee is composed of four (4) areas: Yakima, Tri-Cities and Walla Walla, Washington, and Pendleton, Oregon.**
- 2. No unemployed apprentice will have the right to turn down a job within the geographical area they reside.**
- 3. No apprentice will be allowed to quit their job without approval from the Apprenticeship Coordinator.**
- 4. Periodic Evaluations: An evaluation of apprentices shall be given every six (6) months in steps one (1) and two(2) (a minimum of 650 hours is required**

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for each upgrade) and every twelve (12) months in steps three (3), four (4), five (5), and six (6) (a minimum of thirteen hundred (1300) hours is required for each upgrade) or as determined by the Apprenticeship Committee. In these evaluations, consideration shall be given to the school attendance, progress and daily employment record of the apprentice. The Apprenticeship Committee shall determine if the apprentice has received sufficient practical experience in the work experience to be advanced.

5. Apprentices shall be responsible for contacting and informing the Coordinator's office of any change in address, telephone number, or email address.
6. Apprentices shall be responsible for contacting and informing the coordinator's office of any termination from the job.
7. An apprentice terminated from his/her place of employment for cause shall appear before the JATC at their next regularly scheduled meeting.
8. **Job/Hour Reporting:** Job reports are due on the apprentice's next regular scheduled school day or by the twentieth (20th) of the succeeding month when school is not in session. Reports not turned in that day shall be considered delinquent.

Each apprentice who is late in turning in his/her Job reports will have the following penalties imposed:

First Offense: Up to 30 days actual work delay in his/her next advancement

Second Offense: Up to 60 days' actual work delay in his/her next advancement

Third Offense: Cause for cancellations of registration.

Future advancements will be calculated from the new date.

9. All apprentices shall maintain a valid driver's license.
10. Individuals who are terminated from the program for cause are prohibited from reapplying to the program for a period of twelve (12) months from the date of their cancellation. After six (6) months, the terminated apprentice may request that the committee waive the remaining six (6) months. The decision to waive the remaining six (6) months will be at the discretion of the committee.

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PLEASE NOTE!!

The make-up requirement will be the sole responsibility of each individual apprentice to initiate and complete at the convenience of the instructors.

This requirement will be part of all consideration of progression and possible continuance in this program.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

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

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

- Prior to: 20 calendar days of intention of disciplinary action by a sponsor
- Sponsors must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action must be sent to the apprentice

- Within: 30 calendar days request for reconsideration from the sponsor
- Apprentice to request sponsor to reconsider their action

- Within: 30 calendar days of apprentice's request for reconsideration
- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 calendar days of final action
- Apprentice must submit the complaint in writing to the Department
 - Must describe the controversy and provide any backup information
 - Apprentice must also provide this information to the local sponsor

- Within: 30 business days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

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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.

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:

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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
 - 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.

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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 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.

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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.

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

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

The Sheet Metal Apprenticeship Committee shall be composed of three (3) members representing the employers and three (3) members representing

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journey-level workers of Sheet Metal Workers' Local Union No. 55 appointed by the groups they represent.

Quorum: **SEE ABOVE**

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

The employer representatives shall be:

Jim Morgan, Chairman
PO Box 7287
Kennewick, WA 99336

Jim Bishop Jr.
3601 Powerhouse Road
Yakima, WA 98902

Kermit King
1718 W. Sylvester St.
Pasco, WA 99301

Brad Anderson, Alternate
Total Energy Management
1975 Butler Loop
Richland, WA 99352

The employee representatives shall be:

Rick Lansing, Secretary
1718 W. Sylvester
Pasco, WA 99301

Brent Nunamaker
1718 W. Sylvester
Pasco, WA 99301

Gary Lehrman
4210 Road 105
Pasco, WA 99301

Mark Born, Alternate
2620 Road 80
Pasco, WA 99301

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

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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.

Kenton G. Cox, Coordinator
1718 W. Sylvester St.
Pasco, WA 99301