



**STANDARDS OF APPRENTICESHIP
adopted by**

PENINSULA LIGHT COMPANY APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
LINEMAN	49-9051.00	7000 HOURS
METERMAN	49-9012.01	6000 HOURS
WIREMAN	49-2095.00	8000 HOURS



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

APPROVAL:

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Standards Amended (review)

JULY 16, 2010
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):

Peninsula Light Company and the International Brotherhood of Electrical Workers Local #483, mutually working together for the advancement of the Company and the progress of the employees, have developed a program of practical and technical personnel training. The apprentices of the Peninsula Light Company will gain a better understanding of their craft and a recognition of their obligation to the community. We therefore believe that the

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interests of the people of the State of Washington, the employees and Peninsula Light Company will be better served by this formal apprenticeship system.

The following standards for the development of apprentices have been recommended by the Joint Apprenticeship Training Committee in accordance with provisions of the Collective Bargaining Agreement and in cooperation with Washington State Apprenticeship and Training Council.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(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.

All distribution areas of the Peninsula Light Company in the State of Washington with operating headquarters in Pierce County, Washington.

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be at least 18 years of age.**

Education: **High school graduate, vocational school graduate or GED equivalence.**

Physical: **Meet the requirements set forth in the examination announcement of Peninsula Light Company.**

Testing: **Meet the requirements set forth in the examination announcement issued by Peninsula Light Company.**

Other: **N/A**

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

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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:

These procedures will be followed when Peninsula Light has 5 or more apprentices:

- 1. When an apprenticeship vacancy occurs, the position is posted internally and externally at the same time for a minimum of 30 days. Job advertisements are placed in several newspapers and sent to several 2-year college (both academic and technical) career offices. The Collective Bargaining Agreement states fillings of job openings shall be accomplished in the following order: 1) best qualified within classification, 2) best qualified from another qualification, and 3) best qualified from outside the work force. The Collective Bargaining Agreement gives priority to job applicants that are current employees in another qualification before those job applicants that are from outside the company.**
- 2. The apprenticeship job description minimum qualification regarding driver's license shall be changed from: "must possess a commercial driver's license" to "must obtain a commercial driver license with a Class A endorsement within thirty (30) calendar days of hire.**

B. Equal Employment Opportunity Plan:

This plan will be implemented when Peninsula Light has 5 or more apprentices:

- 1. Participate in workshops to increase apprenticeship program awareness of apprenticeship opportunities.**
- 2. Cooperate with local school districts preparing students for entry into apprenticeship.**
- 3. Distribute information about the apprenticeship program to include admission requirements.**

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The following statements will be included in advertisements and announcements for positions: "The Cooperative is an Equal Opportunity Employer. Women and minorities are encouraged to apply." Advertisements and announcements of employment opportunities will be posted with Pierce County Work Source Center and area minority communities.

- 4. Grant advance standing or credit for previously acquired experience or training on a case by case basis.**

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. LINEMAN:

The term of apprenticeship shall include 7000 hours of training as set forth in Item 8-A (Work Processes-Lineman) of this document. The 7000 hours of training is to be done over a period of time not less than three and one half (3 1/2) years of reasonably continuous employment.

B. METERMAN:

The term of apprenticeship shall include 6000 hours of training as set forth in Item 8-C (Work Processes - Meterman) of this document. The 6000 hours of training is to be done over a period of time not less than three (3) years of reasonably continuous employment.

C. WIREMAN:

The term of apprenticeship shall include 8000 hours of training as set forth in Item 8-B (Work Processes-Wireman) of this document. The 8000 hours of training is to be done over a period of time of not less than four (4) years of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [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.

All apprentices employed in accordance with these Standards shall be subject to a probationary period of the first 1000 hours of employment. Credited hours shall not apply toward probation time.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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

The maximum approvable ratio shall be one (1) apprentice for one (1) journey level worker on a jobsite.

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.

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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. APPRENTICE LINEMAN:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	79%
2	1001 - 2000 hours/7 - 12 months	81%
3	2001 - 3000 hours/13 - 18 months	84%
4	3001 - 4000 hours/19 - 24 months	86%
5	4001 - 5000 hours/25 - 30 months	89%
6	5001 - 6000 hours/31 - 36 months	94%
7	6001 - 7000 hours/37 - 42 months	94%

B. APPRENTICE METERMAN:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	65%
2	1001 - 2000 hours/7 - 12 months	70%
3	2001 - 3000 hours/13 - 18 months	75%
4	3001 - 4000 hours/19 - 24 months	80%
5	4001 - 5000 hours/25 - 30 months	85%
6	5001 - 6000 hours/31 - 36 months	90%

C. APPRENTICE WIREMAN:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	70%
2	1001 - 2000 hours/7 - 12 months	75%
3	2001 - 3000 hours/13 - 18 months	80%
4	3001 - 4000 hours/19 - 24 months	85%
5	4001 - 5000 hours/25 - 30 months	90%
6	5001 - 6000 hours/31 - 36 months	95%
7	6001 - 7000 hours/37 - 42 months	95%
8	7001 - 8000 hours/43 - 48 months	95%

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VIII. WORK PROCESSES:

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

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

The apprentice shall be given such experience and instruction as is necessary to develop a practical, skillful, competent craftsman and in-so-far as practicable, this will cover all branches of the trade. The schedule of work experience shown below in this section is recommended for the different branches of the trade. It is recognized that this will vary due to the work being done by the crews. The department will, in-so-far as practicable and consistent with the work being done by the crews, give adequate training in all branches of the trade.

The Apprenticeship Committee will do everything it can to afford each apprentice every opportunity to learn all branches of his/her trade and may recommend transfer from one crew to another.

A. <u>LINEMAN</u>	<u>Approximate Hours</u>
1. Overhead.....	4420
(Hours include 800 hours hot line work)	
Loads, unloads, frames and set or removes poles. Installs or removes lightning arrestors, terminators, cutouts, transformers, capacitors, reclosers, sectionalizers, regulators and/or other protective devices. Transfers, installs and removes conductor guys and risers, streetlights and other equipment used in the construction, maintenance and repair of overhead transmission and distribution lines.	
2. Underground	2000
(Hours include 200 hours hot line work)	
Installs, maintains and repairs cable, conduit, vaults, enclosures and transformers. Performs switching, locating, hi-potting and testing, faultfinding, exposing, splicing and terminating of URD cables.	

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3. System340

Switches, tags and grounds transmission and distribution circuits and loads. Locates trouble in primary and secondary lines or cables and repairs to restore service.

- a. Substation: Operates, installs, removes and maintains equipment as required.**
- b. Metering: Installs and removes meters, CTs and PTs as required.**
- c. Tree Trimming: Removes and/or trims trees near or on energized or de-energized lines or equipment.**
- d. Vehicle Maintenance: Cleans, stocks and loads vehicles. Inspects vehicles and performs minor repair and maintenance, or requests follow-up repair work.**
- e. Vehicle and Equipment Operation: Operates manlifts, digger derrick, wire pullers, air compressor and other utility vehicles, power tools and hand tools associated with the electrical line trade.**

6. Safety240

Demonstrate proficiency in all Company Safety and Health Procedures and Training.

TOTAL HOURS: 7000

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B. METERMAN Approximate Hours

1. Meter Lab2300

Testing and knowledge of single phase self contained, single phase transformer rated, poly phase self contained, poly phase transformer rated, demand meters, portable test instruments, test boards, prefabrication of meter sockets and test switches and obsolete instrument disposal procedures. Recording of documentation and meter numbering. Meter recycling.

2. Installations1200

Installations of self-contained, transformer rated, transformer rated primary, and multi-occupancy. Understands mapping and blue print schematics. Knowledge of extended function metering (demand, KVAR, KVA, TOU, pulse and totalization) and panel mounted instruments.

3. Customer Premises2300

Performs meter testing using portable testing equipment, disconnects for non-pay, safety and customer request. Maintains good customer relations, billing complaint resolution. Identifies and corrects meter tampering and current diversion, service entrance and panel, records load profiles for power quality and data acquisition.

4. Safety200

Demonstrate proficiency in all Company Safety and Health Procedures and Training.

TOTAL HOURS: 6000

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<u>C. WIREMAN</u>	<u>Approximate Hours</u>
1. Substation and Switchyard	4700
Understands proper operation, maintenance and construction of substation equipment including: towers, pedestals, insulators and bus work, arrestors, breakers and switches, and transformers. Follows correct dispatching/switching procedures. Familiar with the installation and use of SCADA equipment. Understands correct procedures for installation of meters, electrical test equipment and procedures, oil testing and reclaiming, batteries and chargers.	
2. Underground Systems Construction and Maintenance	2500
Installs and maintains all types of protective equipment. Understands correct procedures for installation of conduit and duct work, control wiring, grounding, transformers, cable pulling, cable splicing and terminating.	
3. Blue Print Reading.....	500
Understands, draws and uses schematics, wiring diagrams, panel layout prints, 3-phase drawings, book of standards, underground prints and schematics and construction prints.	
4. Safety	300
Demonstrate proficiency in all Company Safety and Health Procedures and Training.	
TOTAL HOURS:	8000

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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): **School/Classes offered through Seattle City Light, Northwest Line Constructors JATC, and/or Tacoma City Light.**

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

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- (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:

NONE

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. Procedures:

- a. **Applicants accepted as apprentices will be required to attend all school and training necessary to complete the Apprenticeship Training Program and be certified by the Apprenticeship Committee.**
- b. **All apprentices have to be certified by the Apprenticeship Committee to have completed the apprenticeship program.**

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- c. All apprentices who voluntarily resign shall be required to do so in writing. The Apprenticeship Committee shall authorize the chairman to notify the personnel office immediately, in order to make appropriate wage adjustments and notification to the Washington State Apprenticeship and Training Council.
- d. Apprentices will be required to adhere to all PLC policies, including the Random Drug and Alcohol Testing Policy; and must at all times have a valid Washington State Driver's License, including CDL endorsement.
- e. The Committee may impose a disciplinary probation, a time assessed when the apprentice's progress is not satisfactory, following the periodic wage advancements suspend or cancel the apprenticeship agreement, or take further disciplinary action as determined by the committee following performance and personnel procedures.

2. Advancement Policy:

- a. All apprentices will be considered for promotion.
- b. Advancements will be made on the basis of education, quarterly reports from supervisors, foremen, journeypersons working with the apprentices, and time in step.
- c. The Superintendent will maintain records of all apprentice programs. All school records (test grades, time in step, attendance in school, completion dates of course and seniority) will be registered on a card with the apprentice's name and step. The Superintendent will compile this data and present the information to the Apprenticeship Committee at all meetings called to consider advancement.
- d. It will be the duty of the Superintendent to collect the monthly on-the-job training reports for each apprentice from the foreman. All apprentices are to be rated by the Apprenticeship Committee and will be rated in the step to which they are assigned. It shall be the duty of the apprentice to initiate progress reports and submit these to their foreman on a regular basis.

3. Job Requirements:

- a. Apprentices will be required to conform to all Washington State Safety Rules and company safety rules.
- b. Apprentices will be required to attend a basic first aid course recognized by the Division of Industrial Safety and Health,

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Department of Labor and Industries, before completing their training. A first aid course will be available at Peninsula Light Company.

- c. Apprentices will be taught the procedure for pole top rescue and vault rescue procedures.
- d. Apprentices required to drive Peninsula Light Company vehicles must have a valid Washington State Drivers license; additional license class and endorsements may be required.

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

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- 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.

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.

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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
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

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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 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.

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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.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or

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vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

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

Quorum: **A quorum shall be 3 members each from labor and management.**

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

The employer representatives shall be:

**Mike McNellis, Chairman
PO Box 78
Gig Harbor, WA 98335-0078**

**BJ Parkinson
PO Box 78
Gig Harbor, WA 98335**

**Kevin McAlister
PO Box 78
Gig Harbor, WA 98335**

**Andy Herrera
PO Box 78
Gig Harbor, WA 98335-0078**

The employee representatives shall be:

**Andy Sorenson, Secretary
PO Box 78
Gig Harbor, WA 98335-0078**

**Dan Winchester
PO Box 78
Gig Harbor, WA 98335-0078**

**Brian Crosby
PO Box 78
Gig Harbor, WA 98335-0078**

**Dennis Andrews
PO Box 78
Gig Harbor, WA 98335-0078**

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.

NONE