



**STANDARDS OF APPRENTICESHIP  
adopted by**

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL  
CONTRACTORS OPERATORS AC**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
<b>CONSTRUCTION EQUIPMENT OPERATOR</b>	<b>47-2073.00</b>	<b>6000 HOURS</b>



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

**APPROVAL:**

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Standards Amended (review)

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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 following Apprenticeship Standards have been prepared by representatives of the Inland Northwest Chapter Associated General Contractors, Spokane, Washington, with the assistance of the Office of Apprenticeship, ETA, US Department of Labor, and the Department of Labor and Industries. When approved by and registered with the**

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Registration Agency, these standards shall govern the training of operator apprentices in this 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 as follows: Counties as parts of counties east of the 120th meridian-Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Lincoln, Okanogan, Pend Orielle, Spokane, Stevens, Walla Walla, Whitman and Yakima in the State of Washington.**

**II. MINIMUM QUALIFICATIONS:**

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

- Age:           **Not less than eighteen (18) years of age**
- Education:   **Be a High school graduate or have a G.E.D.**
- Physical:      **All applicants shall be physically able to perform the work of the trade.**
- Testing:       **None**
- Other:         **Provide proof of age.**

**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).

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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. **Applications will be available on year around basis, to all interested individuals at Inland Northwest Chapter Associated General Contractors Operators AC office at North 2110 Fancher, Spokane Valley, WA 99212, Monday through Friday, 9:30 AM to 3:00 PM excluding Federal and state holidays.**
2. **Applicants shall provide a copy of their Social Security card and valid Driver License as part of the completed application.**
3. **Completed applications are valid and on file at the apprenticeship office until the applicant is interviewed.**
4. **All applicants submitting a completed application shall be notified by letter of opportunity to be interviewed by the apprenticeship committee.**
5. **All qualifying applicants shall be scored and ranked by the apprenticeship committee and/or committee representatives using an objective interview system. All applicants will be asked identical questions by the committee.**
6. **The applicant will be graded in terms of overall judgment as to one likely to complete the apprenticeship program and become a successful journey level worker.**
7. **After interviews, all qualified applicants shall be placed in the Ranked Eligibility Pool, subject to selection for a period of two years.**
8. **Ranked qualified applicants will be offered employment based on order of their rank in eligibility pool.**
9. **If the ranked qualified applicant fails to respond to an apprenticeship job assignment, the Training Director will notify the individual of their removal from the Ranked Eligibility Pool list.**

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10. **The Training Director is authorized to pierce the Ranked Eligibility List in order to meet Equal Opportunity Employment requirements and/or Apprentice Utilization Requirements.**
11. **It shall be the responsibility of the applicant and/or qualified ranked applicant to notify the INWC AGC Operators AC Training Director of any change of address and phone number for contact purposes.**
12. **INWC AGC Operators Training Agents shall incorporate their conditions of employment with applicants.**
13. **Applicants with previous experience or training in the trade may request to have previous hours accounted toward their apprenticeship certification. Each new individual case would come before the Apprenticeship committee for review, and recommendation.**

**EXCEPTIONS:**

14. **The Apprenticeship Committee has agreed to accept persons who've successfully completed approved preparatory training and such candidates may be selected directly into available apprenticeship openings without regard to eligibility lists.**
15. **An employee of an employer not qualifying as a journey-level worker becomes a training agent, he/she shall be evaluated by the apprenticeship program using constant standard nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. (WAC 296-05-427 2. (b)).**

B. Equal Employment Opportunity Plan:

**Our positive outreach and recruitment activities are as follows:**

1. **Distribute information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor. This information is distributed at least semiannually as the program accepts applications throughout the year.**

**This information is given to the WSATC, local schools in eastern Washington, employment service offices, women's centers, outreach programs and community organizations which reach minorities and women. Information will also be published in newspapers which are circulated in the minority community and among women as well as the general areas in which the program sponsor operates.**

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- 2. Participate in workshops conducted by employment service agencies, school districts and community based organizations to increase apprenticeship program awareness of apprenticeship opportunities.**
- 3. Work with local school districts, vocational education systems, and school employees to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**
- 4. Participate in outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.**
- 5. Granting to all applicants, without prejudice, advance standing or credit for previously acquired experience, training, skills, or aptitude.**

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)].

**The term of apprenticeship shall be 6,000 hours of reasonably continuous employment, and shall include the initial probationary period.**

**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

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agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**The initial probationary period for apprentice operators shall be the first 1200 hours of employment.**

**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)].

**Each employer may employ one (1) apprentice for each journey-level operator employed 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.

**The Journey-Level Operator wage rate will be the average Journey-Level Operator wage rate for all the employers participating in the INW AGC Operator apprenticeship program. Once each year, all participating employers will be surveyed for the average wage rate of their Journey-Level Operators performing non-prevailing wage work. The wage rates will be averaged to determine the minimum Journey-Level Operator wage rate for the INW AGC Operator apprenticeship program. Employers reserve the right to pay apprentices more than the wage determined by this average wage, but they may not pay less.**

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Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours OJT hours and 80 total hours of RSI	65%
2	1001 - 2000 hours OJT hours and 160 total hours of RSI	70%
3	2001 - 3000 hours OJT hours and 240 total hours of RSI	75%
4	3001 - 4000 hours OJT hours and 320 total hours of RSI	80%
5	4001 - 5000 hours OJT hours and 480 total hours of RSI	85%
6	5001 - 6000 hours OJT hours and 560 total hours of RSI	90%
Complete	6000 OJT hours and 640 total hours of RSI	100%

**Wage progression is dependent on the apprentice completing applicable required amount of OJT hours AND completing the required amount of RSI hours.**

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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)]

**A. Construction Equipment Operators: Approximate Hours**

- 1. Track type equipment..... 1500**  
**(Which shall include the following training categories)**
- a. Dozers**
  - b. Pushcarts**
  - c. Track type loaders**
  - d. Track type backhoes**
  - e. Track type paving machines concrete and asphalt**
  - f. Track type trenching equipment**
  - g. Screeds**

**To include all attachments and support equipment:  
Lubrication, grades and stakes, signals, soils, and  
compaction.**

- 2. Rubber tire type equipment..... 1500**  
**(Which shall include the following training categories)**
- a. Scrapers**
  - b. Rubber tire loaders**
  - c. Motor graders**
  - d. Truck-tractor and trailers**
  - e. Rubber tire dozers**
  - f. Rubber tire backhoes**
  - g. Rubber tired asphalt, dirt and/or any compactor  
roller**
  - h. Combination backhoe-loaders**
  - i. Rubber tire trenchers**
  - j. Rubber tired paving machines**
  - k. Brooms**

**To include all attachments and support equipment:  
Lubrication, grades, and stakes, signals, soils and  
compaction.**

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3. Hoisting type equipment..... 1500  
(Which shall include the following training categories)
- a. Cranes - all (including draglines, clam shells, & pile drivers)
  - b. Tower cranes
  - c. A-frames
  - d. Fork lifts
  - e. Pavement breakers
  - f. Other self propelled boom type lifting devices

To include all attachments and support equipment:  
Lubrication grades, and stakes, signals, soils and compaction.

4. Stationary and miscellaneous type equipment ..... 1500  
(Which shall include the following training categories)
- a. All asphalt plants
  - b. Crusher plants
  - c. Washing and screening plants
  - d. Concrete plants and supportive equipment
  - e. Concrete pumps
  - f. Concrete saws
  - g. Set up-tear down, welding, cutting, fabrication
  - h. Lubrication and preventative maintenance
  - i. Power generating plants

To include all attachments and support equipment: Set up, tear down, lubrication, and preventative maintenance, grades and stakes, signals, soils and compaction

**TOTAL HOURS: 6000**

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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: **Spokane Community College**
- Private Technical/Vocational college
- Training trust
- Other (specify): **Associated General Contractors Education Center**

**160** 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:

- A. Each apprentice shall complete the 160 hours of related training per year.**
- B. The Apprenticeship Committee recommends that the courses for apprenticeship be limited to those who are actually apprentices to the trade in accordance with these Standards.**
- C. Apprentices shall not be allowed more than three (3) unexcused absences per instructional calendar year. An excused absence is the Apprentice working with a written excuse from the employer, or the Apprentice sick with a written excuse from the doctor. Disciplinary action shall be an explanation to the Joint Apprenticeship Training Committee of why Apprentice could not attend. Such disciplinary action may result in probation, suspension, or cancellation of the Apprenticeship Agreement.**

**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)].

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A. General Procedures

1. **Administrative Procedures:**

The progress and growth of the building, heavy, highway and engineering construction have created a need for a variety of large and costly equipment. To operate this equipment likewise requires a variety of skills. The source of this skill is the operating engineer.

To efficiently operate and maintain this large and costly equipment, the operator must have a thorough knowledge of the capabilities of the equipment. Much of the work performed by these machines is done to close tolerances calling for the utmost skill in their operations. With the constant introduction of new equipment and materials into the industry, the operator has to keep abreast with the changing skills and methods of operation. The operator must also be able to make minor adjustments and repairs to his/her machine and understand its servicing procedure. The above equipment must have preventative maintenance as well as scheduled maintenance. The Committee has adopted the apprenticeship system as a means of providing a continuing supply of highly skilled operating engineers for all branches of this industry.

2. **Hiring of Apprentices:**

Employers desiring an apprentice shall make request for said apprentice to the Apprenticeship Committee or their designated authority.

3. Any apprentice may be rotated from employer to employer or job site to job site by the Apprenticeship Committee or designated authority.

4. **Processing of applications:**

- a. All applications are obtained, processed and filed at the office of the Apprenticeship Committee.
- b. A log shall be kept in the apprenticeship office, indicating the number of each application, logged to the left hand column of each applicant's name. The date application is returned and accepted is displayed on the right side of the applicant's name in the log.
- c. Interested persons are encouraged to obtain applications in person.
- d. The following information shall be recorded with each application.
  - (1) Date application is obtained
  - (2) Date proof of age and education is displayed

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(3) **Results of interview**

- e. **Application is void after two (2) years, and those interested must reapply.**

5. **Periodic Evaluation and Record Books:**

**Each apprentice, upon registration, shall be furnished with a "Record Book"; the apprentice must faithfully keep this record, which shall be verified at the end of each month by the foreman or the journey-level worker supervising the apprentice. An evaluation of the apprentice shall be made each 1000 hours by the Apprenticeship Committee to determine his/her eligibility to receive the scheduled increase in his/her rate of pay. In these examinations consideration shall be made of school attendance, progress and daily employment record of the apprentice.**

**This record must be submitted to the apprenticeship office no later than the 10th of the following month, regardless if apprentice is working or not. The Apprenticeship Committee shall have the authority to withhold advancement, suspend or cancel his/her Agreement for failure to comply. The apprentice and the employer agree to abide by any such determination of the Committee.**

6. **Disciplinary Procedures:**

- a. **The basic work day and work week for apprentices shall be the same as that of a journey-level worker and the apprentices shall be subject to the same conditions including, but not limited to, accepted work rules pertaining to all safety codes, refusing employment as offered, dependability and reliability, extensive tardiness or absenteeism. Upon proper and legal review by the Apprenticeship Committee, the apprentice may be canceled from the Apprenticeship Program for failure to abide by these work rules. At no time will an apprentice be permitted to work without being under the supervision of a journey-level worker of their trade, nor shall he/she act as a foreman.**
- b. **Substance Abuse Testing: The Apprenticeship Committee shall have the authority to adopt a drug and alcohol testing program in order to ensure that each apprentice can work safely in a drug and alcohol free environment. Each apprentice agrees to be subject to such testing as a condition for maintaining his or her apprenticeship agreement.**

B. **Local Apprenticeship Committee Policies**

**NONE**

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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

**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

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**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:

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)

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- 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.

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.

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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.
  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:

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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.

**Selection of Employee Representatives, (Apprentice Advocates), to the Committee is as follows:**

**When there is an Employee representative opening on the Committee, the Training Agents must present to their Journey-Level Worker Heavy Equipment Operators the request for a volunteer or nominations from among the Journey-Level Heavy Equipment Operators to the Committee. If there are more nominations than the openings on the committee, then an election to select the final nominee(s) must be completed.**

**Note: The volunteer or nominee must meet the definition of a Journey-Level person in the Heavy Equipment Operators field of work. The apprenticeship**

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**must document the selection and election process. Nominations submitted without qualification documentation will not be considered for the final selection.**

**Once the volunteer or nominee has been selected, that name must be submitted to the AGC's Construction Center's Coordinator located at 4935 East Trent, Spokane, Washington, 99212.**

Quorum: **50% of the current committee members**

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

The Employer representatives shall be:

**Carl Clausen, Chairman  
PO Box 11954  
Spokane, WA 99211**

**Frank Venzke  
4902 W. Alpine Drive  
Spokane, WA 99208**

The Employee representatives shall be:

**Dave Lemley, Secretary  
16810 S. Chippewa  
Cheney, WA 99004**

**Robert Allenbaugh  
20315 E. Lakeview Road  
Otis Orchards, WA 99027**

**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.

**Mike Ankney  
North 2110 Fancher  
Spokane, WA 99212**