



**STANDARDS OF APPRENTICESHIP
adopted by**

OHOP MUTUAL LIGHT COMPANY APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
LINE ELECTRICIAN	49-9051.00	7000 HOURS
TREE TRIMMER	37-3013.00	4000 HOURS



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

APPROVAL:

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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 Standards for the development of apprentices have been recommended by the Joint Apprenticeship Training Committee on behalf of IBEW Local #483 & Ohop Mutual Light Company and in cooperation with Washington State Apprenticeship and Training Council. These standards will govern the training of apprentices in this industry.

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It is the goal of Ohop Mutual Light Company to train qualified journey-level workers. Apprentices assist in the attainment of this goal by having pride in their job, pride in their schooling, and pride in their 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 all of the service areas of the company in Pierce County, State of Washington with operating headquarters in Eatonville, Washington.

These standards shall also cover any areas where Ohop Mutual Light Company has joined with other registered apprenticeship programs under the terms and conditions of a reciprocal agreement.

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 (provide copy of birth certificate or driver's license).**

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

Line Electrician Occupation: High school graduate, or have a GED and show evidence of successful completion of either one full credit of high school algebra with a passing grade of "C" or better, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade of "C" or better. Provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable

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Physical: **Tree Trimmer Occupation: Applicants must be physically and mentally capable of performing the work with due regard to working aloft in trees or aerial lifts, agility, strength and endurance.**

Line Electrician Occupation: Be physically and mentally able to perform the work of the trade.

Testing: N/A

- Other:
1. **Must complete an application form, accurately responding to all questions and items including statements indicating that they are:**
 - a. **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - b. **Able to get to and from work at job sites anywhere within the geographic and/or reciprocal agreement area that this apprenticeship covers.**
 - c. **Able and willing to attend all related classroom training as required to complete their apprenticeship.**
 - d. **Able to read, hear and understand instructions and warnings in English.**
 - e. **Line Electrician Occupation: Able to climb and work from ladders, scaffolds, poles and towers of various heights. Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
 - f. **Tree Trimmer Occupation: Able to climb and work from trees of various heights.**
 2. **Submit a DD-214 to verify military training if they are a veteran and wish to receive consideration for such training/experience.**

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

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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:

Exempt per WAC 296-05-405(1)(a).

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(a).

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. **Line Electrician:**

The term of apprenticeship shall not be less than three and one-half (3-1/2) years or 7000 hours or reasonably continuous employment.

B. **Tree Trimmer:**

The term of apprenticeship shall not be less than two (2) years or 4000 hours or reasonably continuous employment.

V. **INITIAL PROBATIONARY PERIOD:**

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

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

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2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

A. Line Electrician:

All apprentices employed in accordance with these Standards shall be subject to a probationary period of the first 1000 hours of employment.

B. Tree Trimmer:

All apprentices employed in accordance with these Standards shall be subject to a probationary period of the first 800 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)].

A. Line Electrician:

There shall not be more than one (1) apprentice to one (1) journey level worker employed on the job site

It is mutually agreed that apprentice ratios of one-to-one shall be allowed subject to the following conditions:

1. **A maximum of two (2) apprentices per crew shall be allowed when working on energized conductors when two (2) journey-level workers are present on such crew, which includes the foreman.**
2. **One of the two apprentices shall be in the hot period.**
3. **One of the two apprentices shall be required to perform either Ground Person or Equipment Operator-type jobs to further their training when the second apprentice is performing work on or around energized conductors.**

B. Tree Trimmer

In order to assure adequate supervision of all apprentices, the following ratio will be observed: maximum of one (1) apprentice to one (1) journey-level worker per job site.

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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. Line Electrician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60.0%
2	1001 - 2000 hours	63.0%
3	2001 - 3000 hours	67.0%
4	3001 - 4000 hours	72.0%
5	4001 - 5000 hours	78.0%
6	5001 - 6000 hours	86.0%
7	6001 - 7000 hours	90.0%

B. Tree Trimmer

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	75%
2	1001 - 2000 hours	80%
3	2001 - 3000 hours	85%
4	3001 - 4000 hours	90%

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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. LINE ELECTRICIAN:</u>	<u>Approximate Hours</u>
1. Ground	1000
Perform duties as prescribed by the written policy statement of the Committee, providing for work both on the ground and aloft including climbing to assure suitability for the trade before the initial probationary period expires.	
2. Transmission	100
a. <u>Steel</u>	
Assembly and erection of steel towers, placement of footings, and attachment of insulators and materials, and the stringing, splicing, dead-ending, armor rodding, and clipping of conductors.	
b. <u>Wood</u>	
Framing, erection, and guying of wood-poles and the installation of hardware insulators and conductors thereon.	
3. Substations.....	850
Assembly and erection of steel and wood and the installation and connection of busses, grounds, switches, circuit breakers, transformers, regulators, and other substation equipment.	
4. Underground	1650
Material handling, installing, secondary and primary cable, setting UG transformers, terminations and splices, installing conduit on poles.	
5. Cold Distribution	1900
Setting poles, framing structures, tree trimming, street lights, replacing transformers, guying structures, stringing conductors both primary and secondary	

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- 6. Live Line Maintenance.....1500**
Rubber glove work on energized primary circuits. Hot
Stick work on distribution and sub-transmission voltage.

Total Hours 7000

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B. <u>TREE TRIMMER:</u>	<u>Approximate Hours</u>
1. Climbing..... (power and hand tools, pruning and trimming, crown reduction, tree removal and rigging)	750
2. Bucket Work..... (power and hand tools, pruning and trimming, crown reduction, tree removal and rigging)	2000
3. Ground Work (equipment operation and maintenance, hand tools and rigging, traffic control, bucket and falling)	1250
TOTAL HOURS:	<u>4000</u>

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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): **Camp Rilea**

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

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- 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. Apprentice Line Electrician:

- 1. Each apprentice shall be required to complete three years of sponsor required related supplemental instructions (RSI) (Saturday School & Camp Rilea). This related classroom training will be separate from the on-the-job training requirements.**
- 2. Any apprentice who finishes his or her related training requirements before his or her required work experience shall be held in 7th period automatically until completion of such.**

B. Apprentice Tree Trimmer:

- 1. Each apprentice shall be required to complete two years of sponsor required related supplemental instructions (RSI) (Saturday School). This related classroom training will be separate from the on-the-job training requirements.**
- 2. Any apprentice who finishes his or her related training requirements before his or her required work experience shall be held in 4th period automatically until completion of such.**

C. Line Electrician/Tree Trimmer Apprentice:

- 1. If unable to complete work experience within six months of school completion, he or she may be required to return to school for one semester for general review.**
- 2. Any apprentice finishing his or her related training requirements in the middle of a semester shall continue for the remainder of the semester for added work on subjects the Committee may feel helpful to the apprentice's completion.**
- 3. Journey Level status may only be attained after an apprentice has tested and passed all prescribed final exams from their respective IBEW local. Final exams must be completed within six (6) months of completing all RSI/OJT hours.**

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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. Initial Probationary Period:

- a. **During the initial probationary period, Ohop Mutual Light Company shall be responsible to see that the apprentice is adequately instructed in climbing and that the apprentice's aptitude and ability in this important area are demonstrated prior to the apprentice being advanced from initial probationary status.**
- b. **During the initial probationary period, Ohop Mutual Light Company shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the initial probationary period.**
- c. **During the initial probationary period the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations. Furthermore, the Registration Agency shall be notified of any extension of the initial probationary period (documenting action taken to address the issue(s) involved in lieu of terminating the apprenticeship agreement.**

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- d. Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the initial probationary period. Adjustments to the assigned period of apprenticeship and/or level of related classroom training may be made during the initial probationary period - following appropriate reviews and re-evaluation by Ohop Mutual Light Company. Such reviews and determinations shall be properly documented and applied equally to all apprentices.
- e. Prior to the end of the initial probationary period, action must be taken on each initial probationary apprentice to end the initial probation, cancel the apprenticeship agreement or place the apprentice on disciplinary probation. All interested parties shall be notified of such action.

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, journey persons working with the apprentices, and time in step.
- c. The Committee will review work records and class attendance on at least a quarterly basis. The Committee may advance, hold, suspend, or cancel apprentice agreements as performance indicates.
- d. Advancements are not automatic. Requirements must be met as listed:
 - (1) Meet the OJT hours required
 - (2) Meet the school hours required
 - (3) Have satisfactory employer records
 - (4) Have all monthly progress reports submitted
 - (5) Have satisfactory test results from classroom instruction
 - (6) All apprentices must obtain a Class A CDL within the first six (6) months after start work date
- 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.

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- f. Additional hours may be required due to being held by Committee action or additional time needed for completion of all requirements.**
- g. All apprentices must be certified by the Apprenticeship Committee to have completed the apprenticeship program.**
- h. The Secretary will maintain records of this apprenticeship program. All school records (test grades, time in step, attendance in school, completion dates of course and seniority) will be registered on a document with the apprentice's name and step. The Secretary will compile this data and present the information to the Apprenticeship Committee at all meetings called to consider advancement.**
- i. It will be the duty of the Secretary to collect the monthly on-the-job training reports for each apprentice. 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 apprentices to initiate progress reports and submit these to their foreman on a regular basis.**

3. Job Requirements:

- a. Apprentices will be required to adhere to the Ohop Mutual Light Company Random Drug and Alcohol Testing Policy; and must at all times have a valid Washington State Driver's License, including Class A CDL endorsement (after the initial probationary period).**
- b. Apprentices will be required to conform to all Washington State Safety Rules and company safety rules**
- c. Apprentices will be required to attend a basic first aid course recognized by the Division of Industrial Safety and Health, Department of Labor and Industries, before completing their training.**
- d. Apprentices will be taught the procedure for pole top rescue and vault rescue procedures.**
- e. Apprentices required to drive Ohop Mutual Light Company vehicles must have a valid Washington State Driver's license with a Class A CDL endorsement; additional license class and endorsements may be required.**
- f. All apprentice work shall be performed under the supervision of a journey-level worker, acting on behalf of Ohop Mutual Light Company.**

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- g. Ohop Mutual Light Company expects the apprentices to respect work assignments and to follow safety rules and policies of the company.**
- h. Apparel ornaments, or jewelry that could be cause for a hazardous working condition shall not be worn during working hours. Apprentices will dress for work and school in an appropriate and professional manner.**
- i. Apprentices must complete a progress report on a monthly basis and must be signed by the apprentice, the journey level worker responsible for the apprentice's training, and the operations supervisor. Reports must be submitted no later than the 10th day of the month following the month for which the report is due.**
 - 1. Late reports will NOT receive credit for hours worked.**
- j. An apprentice refusing transfer or assignment will be subject to cancellation from the program.**
- k. Apprentices have the right, as do all employees, to refuse to perform work they deem to be unsafe. Refusing to perform a job task, which the apprentice believes in good faith to be unsafe, shall not be grounds for termination of an apprentice's apprenticeship agreement. If an apprentice determines a job task to be unsafe, the apprentice shall not perform the job task and report his or her concerns to the job foreman. The chain of command for reporting unsafe work practices, or work related problems, is as follows:**
 - (1) Job Foreman/Lead Journey Level worker**
 - (2) Operations Supervisor**
 - (3) Company Manager**
 - (4) Safety Director or Representative**
 - (5) Shop Steward**
 - (6) Union Business Representative**
 - (7) State Department of Labor and Industries, Safety Division**

This chain of command procedure in no way shall interfere with an employee's (apprentice's) legal rights to contact or communicate safety concerns to their union or the appropriate state agencies.

4. Schooling:

- 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.**

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- b. Scores: All apprentices are required to be punctual at work and school, and complete the yearly course curriculum with a minimum average of 80%.
 - (1) First year apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum, and demonstrate the ability to work safely aloft on wood poles and towers. Failure to complete this requirement will result in the apprentice's termination.**
 - (2) Second and Third year apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum and demonstrate the ability to work with hot sticks from wood poles and steel structures. Failure to complete this requirement will result in committee action including repeating the required Camp Rilea course curriculum or termination.****
- c. Attendance: apprentices are expected to attend every session of school. Excused absences must be documented and may include job related work verified by your employer or employer representative and illness verified by a doctor. Documentation must be presented to the instructor.**
- d. Non-excused class absences are not tolerated. For the 1st non-excused absence, the apprentice shall be subject to a 30-day hold on advancement. For the second non-excused absence, the apprentice will receive an additional 30-day hold on advancement, and be scheduled to appear before the Committee. Non-excused absences in excess of the accepted educational institute's standards may be cause for disciplinary action up to and including cancellation of the apprenticeship agreement.**
- e. Class work missed, due to any type of absence, shall be completed by the apprentice as directed by the instructor.**

5. Administrative Procedures:

- a. 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.**

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- b. All apprentices shall be aware that termination of employment with Ohop Mutual Light Company will result in automatic termination from the apprenticeship program.
- c. Ohop expects line foremen and journey level workers to train the apprentice line electrician in the proper and most productive work methods.
- d. As a condition of acceptance, apprentices must obtain a Class A Commercial Driver's License (CDL) within 6 months of signing their apprenticeship registration agreement. Failure to maintain a Class A CDL for the duration of the apprenticeship will result in disciplinary action up to and including termination.
- e. Cancellation of an apprenticeship can occur without a defined reason during an apprentice's initial probationary period. Cancellation by the Committee after an apprentice's initial probationary period must be for cause with a reasonable opportunity for correction allowed when circumstances warrant it. Apprenticeship Agreements can be canceled for such causes as:
 - (1) Violation of these standards, or refusal to sign required paperwork
 - (2) Not accepting a job dispatch or transfer
 - (3) Lateness or absenteeism from apprenticeship school
 - (4) Failure to maintain the desired level in school
 - (5) Not showing up or being late for work
 - (6) A total of 3 or more consecutive un-satisfactory job performance evaluations from employers.
 - (7) Irresponsible act, falsification, cheating, or severe attitude problems
 - (8) Repeated or continuous job and/or school problems (disruption of class)
 - (9) Using alcohol or controlled substances on school property or job site

6. Other:

- a. Candidates with previous knowledge and skill acquisition in the electrical line construction trade *must request* an evaluation of work and job experience during the initial probationary period. Where such experiences warrants, the committee will place the apprentice in the appropriate period with commensurate wages as determined by the committee *after completion* of the initial probationary period.

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- b. Advance standing is subject to review throughout the initial probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction.**

B. Local Apprenticeship Committee Policies

1. Dishonest Behavior

- a. Ohop Mutual Light Company has a zero tolerance policy on cheating and dishonesty. Cheating is defined as any action wherein a person defrauds, deceives, or violates regulations unfairly. This includes but is not limited to:**

- (1) Writing formulas, codes, and key words on your person or objects for use in a test.**
- (2) Take someone else's assignment and submit it as your own**
- (3) Obtaining privileged test information before the testing situation.**
- (4) Submitting fraudulent progress reports**

- b. Any apprentice that is caught or suspected of cheating will be called before the committee and face disciplinary action up to and including termination from the apprenticeship.**

- c. Any apprentice terminated for cause will not be allowed to reapply for a period of one (1) year from the date of termination.**

2. An apprentice who has a dispute with the Committee must proceed as follows:

- a. Reduce the grievance/concern to writing and submit it to the apprenticeship office no later than ten (10) calendar days before the next scheduled committee meeting date for placement on the agenda.**
- b. Attend the meeting and attempt a resolution of the dispute.**
- c. The outcome will be communicated in writing to the apprentice and/or employer, and the Washington Department of Labor and Industries, Apprenticeship Division within (10) calendar days.**

C. Complaint and Appeal Procedures:

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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)
- 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

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- 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.

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:

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- 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:

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

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participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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

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

Quorum: A quorum shall consist of a minimum of one (1) representative each from OHOP Mutual Light Company and IBEW members of this JATC.

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

The employer representatives shall be:

**Kenneth Klotz, Secretary
34014 Mountain Hwy East
Eatonville, WA 98328**

**Joel Hansen
36706 Mountain Highway East
Eatonville, WA 98328**

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The employee representatives shall be:

**George Henley, Chair
34014 Mountain Hwy East
Eatonville, WA 98328**

**Chris Curtis
Post Office Box 881
Eatonville, WA 98328**

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.

**George Henley, Coordinator
34014 Mountain Hwy East
Eatonville, WA 98328**