



**STANDARDS OF APPRENTICESHIP
adopted by**

SKOOKUM CORPORATION APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
BRAKE AND AIR SYSTEMS TECHNICIAN	49-3023.02	2000 HOURS
DRIVE TRAIN SYSTEMS TECHNICIAN	49-3023.01	4000 HOURS
ELECTRONIC SYSTEMS TECHNICIAN (MOTOR VEHICLES)	49-2096.00	2000 HOURS
MEDIUM/HEAVY DIESEL MECHANIC	49-3023.01	8000 HOURS
STEERING AND SUSPENSION TECHNICIAN	49-3023.02	2000 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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Committee Amended

OCTOBER 18, 2012
Standards Amended (review)

OCTOBER 18, 2012
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: JOSE RODRIGUEZ
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):

Skookum Mission Statement: "Creating Opportunities for People with Disabilities". The Skookum Corporation intends to afford individuals with disabilities an opportunity to take part in specific technical training using the four-year Medium/Heavy Diesel Mechanic Apprenticeship Program or one of the other Apprenticeship Occupations if the individual

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is unable to complete all competencies of the current four-year Diesel Mechanic Apprenticeship Program.

Adhering to the Skookum Mission Statement, the Skookum Corporation maintains 75% of its direct labor with people with disabilities.

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 the equipment and property owned by Skookum Corporation in the states of Washington and Alaska.

Applicants and apprentices: Please note that while the State of Washington has no responsibility or authority in the state of Alaska, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the state that applies.

II. MINIMUM QUALIFICATIONS:

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

Age: **Applicants must be at least eighteen (18) years of age.**

Education: **High school graduate or GED equivalent.**

Physical: **Must be capable of performing the duties of the job with reasonable accommodations**

Testing: **N/A**

Other: **Applicants must have reliable transportation.**

Individuals applying for this program must already be an employee of the Skookum Corporation as an Automotive Helper.

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Individuals applying for the following occupations must provide documented proof of disability.

- **Brake and Air Systems Technician**
- **Drive Train Systems Technician**
- **Electronic Systems Technician (Motor Vehicles)**
- **Steering and Suspension Technician**

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

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

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

A. Selection Procedures:

- 1. Applicants will be considered in accordance with previous trade experience and seniority.**
- 2. For the purposes of affirmative action, the program is willing to recruit externally and to continuously recruit internally.**
- 3. Special accommodations will be made to facilitate applicants who have barriers to employment.**
- 4. Background investigation as established by the Directorate of Logistics, Ft. Lewis, WA.**
- 5. All Skookum employees who have an interest in this apprenticeship program will be considered.**
- 6. Bates Technical College will administer a Compass test which will assess the needs of each apprentice.**
- 7. The standards for selection of apprentices shall be administered consistent with affirmative action and shall not be in conflict with any legislation**

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pertaining to this subject. All applications for the Apprenticeship Program shall be considered on the basis of qualifications and meet the standard requirements established by the Skookum Corporation and Directorate of Logistics, Ft. Lewis, Washington Apprenticeship Committee.

B. Equal Employment Opportunity Plan:

- 1. Cooperate with community agencies, community and technical colleges, State Vocational Rehabilitation agencies and the Veterans Administration to continuously recruit qualified Candidates for entrance into this Apprenticeship program.**
- 2. To encourage the establishment and use of internal pre-apprenticeship preparatory trade training and to provide those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

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

- A. The term of apprenticeship for Medium/Heavy Diesel Mechanic shall be 8000 work hours of reasonable continuous employment.**
- B. The term of apprenticeship for Drive Train Systems Technician shall be 4000 work hours of reasonable continuous employment.**
- C. The term of apprenticeship for Electronic Systems Technician (Motor Vehicles), Steering and Suspension Technician, and Brake and Air Systems Technician shall be 2000 work hours of reasonable 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)]:

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1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

A. Medium/Heavy Diesel Mechanic

All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first 960 hours of employment.

B. Drive Train Systems Technician

All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first 800 hours of employment.

C. Electronic Systems Technician (Motor Vehicles), Steering and Suspension Technician, and Brake and Air Systems Technician

All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first 400 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)].

There shall not be more than two (2) apprentices to every one (1) journey-level mechanics on the job site.

Ratio variance approved at April 16, 2010 WSATC meeting for a period of 3 years.
Review at April 2013 WSATC meeting.

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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. Medium/Heavy Diesel Mechanic

Wage Progression is temporarily waived due to Federal Military Government contracts not allowing contracted workers to be paid less than the established Wage Determined Rate.

The apprentice wage used for this position is 100% of the wage as specified in the government contract for Automotive Helper.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	78%
2	2001 - 4000 hours	83%
3	4001 - 6000 hours	88%
4	6001 - 8000 hours	94%

B. Drive Train Systems Technician

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000	78%
2	1001 - 2000	83%
3	2001 - 3000	88%
4	3001 - 4000	94%

C. Electronic Systems Technician (Motor Vehicles), Steering and Suspension Technician, and Brake and Air Systems Technician

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0500	78%
2	0501 - 1000	83%
3	1001 - 1500	88%
4	1501 - 2000	94%

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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)]

Hours of work and instruction will be assigned by Skookum and may occur on any of the regularly scheduled work shifts.

<u>A. Brake and Air Systems Technician</u>	<u>APPROXIMATE HOURS</u>
1. Familiarization	100
2. Air supply and service Systems	600
3. Mechanical/Foundation	100
4. Parking Brakes.....	100
5. Hydraulic Brake System.....	400
6. Mechanical System, Power Assist Units & Miscellaneous Components	200
7. Air and Hydraulic Antilock Brake System (ABS) and Automatic Traction Control ATC).....	400
8. Wheel Bearings.....	100
Total Hours:	2000

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<u>B. Drive Train Systems Technician</u>	<u>APPROXIMATE HOURS</u>
1. Familiarization	100
2. Clutch Systems	500
3. Transmissions	1500
4. Drive Shaft and Universal Joints.....	800
5. Drive Axles.....	1100
Total Hours:	4000

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C. Electronic Systems Technician (Motor Vehicles) APPROXIMATE HOURS

1. Familiarization	100
2. General Electrical Systems.....	200
3. Batteries	100
4 Starting Systems.....	300
5. Charging Systems.....	200
6. Lighting Systems	400
a. Headlights, Daytime running lights, Parking, Clearance, Tail, Cab and Dash Lights.	
b. Stoplights, Turn Signals, hazard Lights and backup lights	
7. Gauges and Warning Devices	200
8. Related Electronic Systems	500
Total Hours:	2000

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D. <u>Medium/Heavy Diesel Mechanic</u>	<u>APPROXIMATE HOURS</u>
1. Familiarization1000 Safety program and drills, shop routine, preventive maintenance checks and services, general orientation of all military equipment, crane operation and rigging.	
2. Brakes and Air Systems.....900 Adjust and repair air, electric and hydraulic-operated brake systems, repair of various air operated components, S-Cam Brakes, Disc Brakes, ABS systems, air dryers, air compressors, air governors, air reservoirs.	
3. Steering and Suspension.....800 Steering systems and components, shock absorbers, power steering systems, hydraulic suspensions, and air suspension.	
4. Electrical Systems1200 Alternators and regulators, wire and light systems, electric motors, batteries, gauges, electronic control systems, schematics.	
5. Engines1200 Diesel engines, tune-up, failure analysis, fuel systems, cooling systems, air systems, lube systems, computerized engine controls.	
6. Power Transmission.....1000 Computer controls, driveline couplings, universal joints, general transmission maintenance, transfer case, final drive.	
7. HVAC.....100 Refrigerant recovery/recycling, preventive maintenance E.P.A. certifications, heat control systems, general repairs to HVAC components.	
8. Hydraulic Systems1300 Troubleshooting, general maintenance, repair, schematics.	
9. Miscellaneous.....500 Exhaust systems, shop operations, preventive maintenance and service, central fire and inflammation systems, computer systems.	
	TOTAL HOURS: 8000

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<u>E. Steering and Suspension Technician</u>	<u>APPROXIMATE HOURS</u>
1. Familiarization	100
2. Steering Columns	200
3. Steering Units	400
4. Steering Linkage	200
5. Suspension Systems.....	500
6. Wheel Alignment.....	200
7. Wheels and Tires.....	200
8. Frames.....	200
Total Hours:	2000

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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: **Bates Technical College**
- Private Technical/Vocational college
- Training trust
- Other (specify): **Other classes/course and facilities as approved by the Committee.**

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. Definitions as used throughout these Standards of Apprenticeship.**
 - a. Skookum Corporation hereinafter is called Skookum in these Standards.**
 - b. Employer shall mean, Skookum Corporation.**
 - c. Apprenticeship Coordinator shall mean the person selected by the Apprenticeship Committee to administer the apprenticeship program in accordance with these Standards.**

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2. Upon acceptance into the program, the apprentice must be in possession of a set of tools consisting of:

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- a. One (1) 1/4 inch square drive socket set
- b. One (1) 3/8 inch square drive socket set including SAE and metric sockets
- c. One (1) 1/2 inch square drive socket set including up to 1-1/8 inch sockets
- d. Two (2) combination wrench sets, one (1) 1/4 inch to 1-1/4 inch SAE and one (1) 7mm - 19mm metric
- e. One (1) pair water pump pliers - 9-1/2 inch minimum
- f. Two (2) pair locking pliers - 6 inch and 10 inch
- g. One (1) pair diagonal cutting pliers - 6-inch minimum
- h. One (1) pair long nose pliers - 6-inch minimum
- i. One (1) pair slip joint pliers - 8-inch minimum
- j. One (1) 12-piece punch, chisel, and line-up set
- k. One (1) 8 inch adjustable wrench
- l. One (1) 12 inch adjustable wrench
- m. One (1) hacksaw
- n. One (1) standard blade screwdriver set, 1/4 inch to 1/2-inch blade
- o. One (1) Phillips screwdriver set - #1, 2, and 3 tips
- p. Two (2) Hex key sets, one SAE and one metric
- q. One (1) rolling wedge bar
- r. One (1) eight ounce ball peen hammer
- s. One (1) sixteen ounce ball peen hammer
- t. One (1) three pound hammer
- u. One (1) fourteen inch pipe wrench
- v. One (1) flashlight
- w. One (1) 12 volt test light
- x. One (1) continuity test light
- y. One (1) roll-away tool cabinet

Additional tools must be purchased by the apprentice as he/she progresses through the program. Upon completion of the program, the apprentice must possess a complete set of heavy-duty equipment tools.

3. The shop supervisor on shift or his/her designee shall be responsible for the supervision of the apprentice.
4. Apprentices will be required to complete and pass all shop and Related Supplemental instruction course assignments prior to advancement.
5. All complaints within the shop shall be brought to the supervisor/shop foreman who will attempt to resolve the complaint immediately. The

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supervisor/shop foreman shall inform the Apprenticeship Coordinator or designee who shall report all complaints and resolutions to the Apprenticeship Committee at the next meeting.

- 6. Apprentices will submit monthly progress reports by the fifth (5th) of each month to the shop foreman or designee for evaluation and signature. The Apprenticeship Coordinator or designee will submit them for review and proper reporting.**
- 7. An evaluation sheet will be sent to each apprentice's supervisor and instructor at the end of each RSI Quarter assessing the apprentices' progress and highlighting any areas of concern. Advancement to the next training level is based upon a satisfactory evaluation by both supervisor and instructor.**
- 8. The Committee will review the evaluations annually to determine if the apprentice will be advance to the next training level.**
- 9. Management and Labor will abide by the Apprenticeship Committee's decision.**
- 10. After six (6) months of successful on-the-job training, the apprentice can request that the Committee review previous experience documentation and award Previous Credit and advance the apprentice to the appropriate Step.**

The committee will consider all documentation submitted by the apprentice plus any evaluations conducted by both the supervisor and instructor.

The Labor and Industries Apprenticeship Section will be informed of any previous credit given and any advancement in steps. The HECB, will also be informed of any previous credit for those individuals receiving VA benefits.

- 11. Apprentices who complete the "Medium/Heavy Diesel Mechanic" apprenticeship program will continue to be paid at the "Automotive" level, plus be paid an additional "\$.50" hourly until such time as they are accepted into a Journey-Level position called "Motor Vehicle Mechanic". Openings are determined by Governmental contract.**
- 12. If for any reason an apprentice is no longer employed by the Skookum Corporation their apprenticeship shall be terminated.**
- 13. To complete the program for the following occupations, the Apprentice will be required to take and pass the appropriate ASE certification exam.**
 - Brake and Air Systems Technician**

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- **Drive Train Systems Technician**
- **Electronic Systems Technician (Motor Vehicles)**
- **Steering and Suspension Technician**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

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

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

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

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

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

If apprentice chooses to pursue the complaint further:

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

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

If the apprentice or sponsor disputes supervisor decision:

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

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

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

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

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

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

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

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

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Forms are available on line at

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

- Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

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C. Management of Apprentices:

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

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

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.

SKOOKUM CORPORATION APPRENTICESHIP COMMITTEE

7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

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

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

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

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

Quorum: One member from the employer side and one member from the employee side is the quorum.

SKOOKUM CORPORATION APPRENTICESHIP COMMITTEE

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

The employer representatives shall be:

Loretta Hamon, Secretary
PO Box 331113
JBLM, WA 98433-0040

Bob Ratliff
PO Box 331113
JBLM, WA 98433-0040

The employee representatives shall be:

Jim Gilmon, Chairman
PO Box 331113
JBLM, WA 98433-0040

John Cadle
PO Box 331113
JBLM, WA 98433-0040

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.

Jim Gilmon, Coordinator
PO Box 331113
JBLM, WA 98433-0040