



APPRENTICESHIP PROGRAM STANDARDS
adopted by

WASHINGTON CEMENT MASONS APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
CEMENT MASON AREA 1	47-2051.00	6400 HOURS
CEMENT MASON AREA 2	47-2051.00	6400 HOURS



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

APPROVAL:

N/A
Provisional Registration

JANUARY 18, 2024
Standards Last Amended

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Permanent Registration

By: MARK RIKER
Chair of Council

By: CELESTE MONAHAN
Secretary of Council

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INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

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 these 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 (Required):

The following Standards for the development of cement mason apprentices, with supplements pertaining to the necessary work experience of the trade and a progressive

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wage scale will, when approved by and registered with the Registration Agency, govern the training of apprentices in this industry.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The areas covered by these Standards are:

Area 1: The Counties of Clallam, Columbia, Cowlitz, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Klickitat, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, Wahkiakum, and Whatcom.

Area 2: The Counties of Benton, Chelan, Douglas, Franklin, the portion of Okanogan county with a 5-mile radius of Grand Coulee dam, Walla Walla, Yakima, Adams, Asotin, Ferry, Garfield, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, and Whitman in the State of Washington. Also these standards will cover Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Pierce, Shoshone, the northern one-half of Idaho County in the State of Idaho, and all counties in the State of Montana.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the States of Idaho and Montana, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho counties of Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Pierce, Shoshone, the northern one-half of Idaho county, and all counties in the State of Montana.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

Age: **Minimum age is 18 years**

Education: **Must be a high school graduate or equivalent.**

Physical: **Must be physically capable of performing all phases of the trade with or without reasonable accommodations.**

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Testing: NONE

- Other:
1. Must possess a valid driver license.
 2. Must provide documentation to verify legal working status per I-9 requirements, a condition of employment.
 3. Must provide an email address.

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 Procedure (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 (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified 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 and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. Applications can be obtained on our webpage www.cmpltraining.org or by requesting an application via email; admin@trowelout.org, or in person between 8 am and 2 pm at one of the two locations listed below.

Western Washington
Cement Masons & Plasterers Training Centers of Washington
6737 Corson Ave. S., Bldg. D, Room 116
Seattle, WA 98108
(206) 762-9286

Eastern Washington, Northern Idaho, Montana
OPCMIA Local 72
3223 N. Market St.
Spokane, WA 99207
(509) 326-0575

2. Applications can be submitted in person between 8 am and 2 pm at one of the two locations listed above, by email: admin@trowelout.org, or by U.S. Mail to the following address:

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**Cement Masons & Plasterers Training Centers of Washington
PO Box 81044
Seattle, WA 98108**

- a. **IMPORTANT: In order for an application to be considered complete, all documentation verifying minimum qualifications must be provided at the time of application. Applicant must provide:**
 - 1) **Proof of age (Must be government issued photo ID)**
 - 2) **Proof of high school graduation or equivalent (such as high school diploma, high school transcript, G.E.D. Certificate, or High School Equivalency Test showing a passing score)**
 - 3) **Valid driver license**
 - 4) **Proof of legal employment status per I-9 requirements (such as a valid driver license and Social Security card)**
 - 5) **Valid email address**
 - b. **Completed applications will be placed on an eligibility list in descending order by date of application. Applicants who do not meet all minimum qualifications will be sent written notice of rejection.**
 - c. **Incomplete applications, or applications not submitted with all minimum qualification documentation will not be considered complete. No further processing will occur. A written notice of rejection will be sent and any documents submitted will be returned to the applicant. Such individuals can re-apply.**
3. **The Apprenticeship Committee recognizes two distinct areas which have separate ranked eligibility lists. Indication on the application will determine which eligibility list an applicant is placed on.**

Area 1: Western Washington

Area 2: Central Washington, Eastern Washington, Northern Idaho, Montana

4. **The Apprenticeship Committee shall determine the schedule for physical assessment dates based on demand for apprentices in Areas 1 & 2, consistent with ensuring continuous employment, and will pre-determine how many top scorers will initially be selected to fill apprenticeship job openings.**
 - a. **The Cement Masons and Plasterers Training Centers of Washington (Apprenticeship Office) will send an email invite 15 days in advance of a scheduled physical assessment day informing applicants of the date, time and location. Instructions concerning**

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required attire will be included. Applicants are required to respond and confirm attendance. It is the applicant's responsibility to keep the Apprenticeship Office informed of their current email address.

5. The day of the physical assessment, each applicant will be assigned a number; applicant names will not be used during their assessment. The physical assessment is pass/fail. The maximum score is 50, the minimum passing score is 30.
 - a. Individuals who do not appear for the physical assessment, who are late, or who do not follow instructions concerning required attire will be sent written notice of rejection as their application will not be considered further. Such individuals can re-apply.
 - b. Top scorers will be selected according to the number of apprenticeship job positions pre-determined by the Apprenticeship Committee.
 - c. Applicants with a passing score but not selected will be placed on ranked list in descending order of score. This ranked list will be used to fill apprenticeship job openings between scheduled physical assessment days. Applicants will be invited to future physical assessment days via email giving them the opportunity to improve their score. It is not a requirement to attend; they will retain their score.
 - d. Individuals who do not pass the physical assessment (score of less than 30) will be sent written notice of rejection as their application will not be considered further. Such individuals can re-apply.
6. Selected applicants, whether top scorers or on the ranked list, shall attend the 80 hour Cement Masons and Plasterers Apprenticeship Preparation Program. A drug screen will be administered on the first day, at no cost to the applicant, and the applicant must pass with negative findings. Those who do not pass the drug screen with negative findings will be removed from the course and will be sent written notice of rejection.
 - a. During this course, applicants with previous experience will be granted credit, as determined by the Coordinator and staff.
 - b. Applicants receiving a passing score will be registered.

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B. Equal Employment Opportunity Plan:

1. **Participation in workshops, if available designed to familiarize all employment service agencies, school districts, and community based organizations with the apprenticeship system and current apprenticeship opportunities.**
2. **Disseminate 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.**
3. **Increase awareness of sponsor's equal opportunity policy within the sponsor's organization.**
4. **Use minority and women (minority and non-minority) journey level workers and apprentices to promote the affirmative action program.**
5. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

Areas 1 and 2:

The term of apprenticeship shall be 6400 hours of reasonably continuous employment, and not less than four (4) years.

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps

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of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which 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 may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

Area 1 &2:

- 1. All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first 1080 hours of the term of apprenticeship.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.

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- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

Approved training agents of these standards shall employ a minimum of one (1) apprentice for every four (4) journey level workers employed on the job site.

The minimum ratio of Journey-level workers to apprentices shall be 1 to 1.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington’s minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.
- C. Wage Progression Schedules

All Area 1. There must be a minimum of 6 months time elapsed and 900 hours of OJT between promotions.

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 0900 hours/0 - 6 months	60%
2	0901 - 1800 hours/7 - 12 months	65%
3	1801 - 2700 hours/13 - 18 months	70%
4	2701 - 3600 hours/19 - 24 months	80%
5	3601 - 4500 hours/25 - 30 months	90%
6	4501 - 5400 hours/31 - 36 months	95%
7	5401 - 6400 hours/37 - 48 months	95%

All Area 2. There must be a minimum of 12 months time elapsed and 1600 hours of OJT between promotions.

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Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 1600 hours/0-12 months	60%
2	1601 - 3200 hours/13-24 months	70%
3	3201 - 4800 hours/25-36 months	80%
4	4801 - 6400 hours/37-48 months	90%

All Areas:

All classifications for premium wages shall be paid at 100% to those apprentices working in any one of those premium wage classifications.

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work 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. The following work process descriptions pertain to the occupation being defined.

A. Cement Mason (Areas 1 & 2) Approximate Hours/Competency Level

- 1. Paving.....2300**
 - a. Ribbons and screeds**
 - b. Rodding**
 - c. Finishing**
 - (1) Floating**
 - (2) Edging**
 - (3) Brushing**
 - (4) Troweling (fresno or long handle)**
 - (5) Joints and jointing**
 - (6) Water and chemical curing**
 - (7) Epoxy Grouting for Slip dowels and rebar**
 - (8) Joint Sealing**
 - d. Curb and gutter**
 - (1) Setting and lining forms**
 - (2) Edging and brushing**
 - e. Paving float operation**
 - f. Pervious concrete**
 - (1) Strike off, manual or mechanical**
 - (2) Finish and compaction**
 - (3) Curing**

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- 2. **Building.....1400**
 - a. **Ribbons - screeds**
 - (1) **Sidewalk**
 - (2) **Floors**
 - (3) **Concrete bases, precast, footings and concrete bases for wind, solar, geothermal and any other alternative energy sources.**
 - b. **Rodding**
 - c. **Finishing**
 - (1) **Floating**
 - (2) **Darbying**
 - (3) **Troweling**
 - (4) **Edging**
 - (5) **Top application of color stone, dry shake and stain etc.**
 - (6) **Water and chemical curing, and application of densifying materials and chemical solutions.**

- 3. **Machine operation cement masons jurisdiction.....2700**
 - a. **Machine operation**
 - (1) **Troweling machines**
 - (2) **Rodding machines**
 - (3) **Grinders (smoothing and polishing concrete)**
 - (4) **Saws and Joint Sealing (setup, control joints, decorative and preparation for repair)**
 - (5) **Preparatory equipment (scabblers, scarifiers, chipping and brushing, shot and sand blasters, needle and other preparatory equipment)**
 - (6) **Sanders (repair materials)**
 - b. **Base and steps**
 - (1) **Setting grounds and risers**
 - (2) **Stripping steps**
 - (3) **Facing - coving**
 - (4) **Tread setting**
 - c. **Sacking, patching, and skim coating**
 - d. **Drypacking, concrete repair and structural reinforcement**
 - (1) **Tie rods – rock pockets – grouting – post tension and structural repair**
 - (2) **Window frames, etc.**
 - (3) **Waterproofing, injection (epoxy and urethane), fiberwrap, (CFRP)**
 - e. **Magnesite, mastic, plastic, epoxy, cementitious, synthetic, toppings, traffic coating, overlayment and underlaying and seamless composition floors**
 - (1) **Wiring, setting screeds, joints, strips**
 - (2) **Darbying**

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- (3) **Cutting, filling, rodding, screeding by hand or walk behind equipment, traditionally done by Cement Masons, and compacting (Troweling Machine – as pertains to polishable overlays)**
- (4) **Ragging**
- (5) **Priming and moisture mitigation systems**
- (6) **Troweling, squeegeing and gauge rakes**
- (7) **Cove and step work**
- (8) **Wainscoting**
- (9) **Sealers**
- (10) **Broadcast/Distribution of manufactured and natural aggregates by hand or walk behind equipment, traditionally done by Cement Masons**
- (11) **Smoothing, grinding, honing and polishing**
- f. **Gunite, Shotcrete, and slip form wall**
 - (1) **Nozzle work**
 - (2) **Finishing**

TOTAL HOURS: 6400

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

- Supervised field trips

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Sponsor approved training seminars (specify): **Provided by vendors, manufacturers, and other industry experts as available.**

Sponsor approved online or distance learning courses (specify)

State Community/Technical College
Area 1 - South Seattle Community College, Georgetown Branch
Area 2 - Spokane Community College

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **160** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

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.*

C. Additional Information:

- 1. The Apprenticeship Committee will have the final say in selection of instructors for related classes.**
- 2. Registered apprentices who have difficulty with English must take the Secondary Level English Proficiency (SLEP) test. Those who score less than 50 on the SLEP test must enroll in and regularly attend an ESL class. This requirement is in addition to regular classes.**
- 3. In the event that an apprentice has completed all required RSI but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the Committee.**

(RSI VARIANCE REQUEST APPROVED JANUARY 15, 2015)

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X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. Sponsor Procedures:

Disciplinary action resulting from violation of requirements apprentices must adhere to listed below will be imposed by the Apprenticeship Committee or designated representative (designee). Disciplinary actions imposed by the designee exclude cancellation of the apprenticeship agreement. All decisions of the designee resulting in discipline are open to appeal directly to the Apprenticeship Committee by apprentices that have completed their initial probationary period.

Additionally, the Washington Cement Masons Apprenticeship Committee delegates all administrative and disciplinary responsibilities for apprentices working in Area 2 to the Eastern WA/Northern ID Cement Masons Subcommittee (hereafter known as Subcommittee). The cancellation procedure policy of the Subcommittee is subject to the approval of the "main" committee. Actions affecting apprentice status including cancellation will occur following the approval of the corresponding meeting minutes of the Subcommittee at regular or special meetings of the Washington Cement Masons Apprenticeship Committee. Apprentices in Area 2 who choose to appeal must submit the request for reconsideration directly to the "main" committee.

- a. **During the entire term of apprenticeship, the apprentice shall be under the authority of the Apprenticeship Committee, and the Committee shall protect the apprentice's welfare and maintain the ability to instruct, direct, and impose discipline.**
- b. **Each approved training agent that employs apprentices in accordance with these standards, with the advice and assistance of the Apprenticeship**

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Committee, shall be responsible for the apprentice's on-the-job work experience, ensuring the experience will result in a well-rounded journey level worker.

- c. **Responsibilities of Apprentices:** Apprentices shall read these Standards and familiarize themselves with the contents. Apprentices are cautioned that the failure to read these Standards will not excuse them from possible disciplinary action up to and including suspension or cancellation of the apprenticeship agreement when the apprentice violates any section herein.
- 1) **On-the-Job Training (OJT) is mandatory.** Each apprentice is expected to diligently and faithfully perform the work of the trade.
 - 2) **Each apprentice is expected to develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety, and that of their fellow workers.**
 - 3) **Each apprentice must be available for employment with approved training agents and accrue OJT hours to progress through the term of apprenticeship.**
 - 4) **Apprentice must maintain satisfactory progress during OJT. Performance evaluations from the employer will be periodically requested during the term and will be considered by the Apprenticeship Committee for wage/step upgrades.**
 - 5) **Apprentices will read the Apprenticeship and Training Trust Policy Statement regarding sexual harassment and sign a document acknowledging they have read and understood it.**
 - 6) **Each apprentice shall notify the Apprenticeship Office of any change to email address, address and/or telephone number within 15 (fifteen) days.**
- d. **Related/Supplemental Instruction (RSI)**

It is the intent of this Apprenticeship Committee to ensure quality training for each apprentice. Full attendance at RSI classes is therefore expected. In case of failure on the part of any apprentice to fulfill their obligations as to RSI attendance, the Apprenticeship Committee or designee shall have the authority to impose discipline, suspend or cancel the apprenticeship agreement, except the designee shall not cancel an apprenticeship agreement. The employer and the union agree to carry out the instructions of the Apprenticeship Committee or Subcommittee in this respect.

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- 1) Each apprentice is required to regularly attend and satisfactorily complete the required hours of RSI classes. An email will be sent to each apprentice concerning the date, time, and location of each class.
 - 2) Each apprentice must satisfactorily complete the written and hands-on testing described in their RSI instructions.
 - 3) The apprentice must notify the Apprenticeship Office about all absences.
 - 4) Work is not an excuse for missing RSI classes. Apprentices shall work the same number of hours as journey level workers employed in the trade, except that the apprentice shall not be allowed to work if it interferes with their attendance at RSI classes. It will be the employer's responsibility to ensure that apprentices are allotted the required time to attend RSI classes; apprentices shall not miss RSI classes due to conflict with work.
 - 5) Examples of excused absences from RSI:
 - a) Illness if the apprentice also misses work, or a hospital stay.
 - b) Emergencies within the apprentice's immediate family.
 - c) Death in the immediate family.
 - d) Vacations: by prior approval of the Apprenticeship Committee.
 - 6) Apprentices who are absent from RSI classes for any reason shall attend scheduled make-up classes, the date, time, and location will be determined by the Apprenticeship Office.
- e. Monthly Work Progress Reports:
- 1) Each apprentice will provide a monthly work progress report, which is a record of OJT work experience. OJT hours must be recorded on every report even if the hours equal zero for any given month.
 - 2) The monthly work progress report must be submitted by the 15th day of the following month, delivered to the Apprenticeship Office or submitted via email.
- f. Duties of the Local Apprenticeship Committee
- 1) To ensure that apprentices and approved training agents abide by these standards.
 - 2) Each member shall conduct themselves in a businesslike manner. The Apprenticeship Committee shall decide all matters by majority rule.
 - 3) To see that accurate records are maintained for each apprentice.

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- 4) **To be vitally concerned that each apprentice is kept employed in a reasonably continuous manner, ensure apprentices are provided instructions on safe working habits and accident prevention policies, and ensure each apprentice receives well-rounded training and experience in all phases of the trade.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the 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 complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].

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3. Sponsor Disciplinary Procedures:

Apprentices must abide by the standards of apprenticeship and comply with all requirements. Failure to do so will result in disciplinary action taken by the Apprenticeship Committee, designee or Subcommittee as described in the first two paragraphs of X. A. 3.

- a. **Disciplinary action imposed may include delay of wage advancement, suspension or cancellation of the apprenticeship agreement, or other action deemed appropriate, except the designee shall not cancel an apprenticeship agreement. Apprentices who have not completed the initial probationary period, and who will not have completed this period by the date of the next scheduled Apprenticeship Committee or Subcommittee meeting may be disciplined or cancelled by the Apprenticeship Committee or Subcommittee at their scheduled meeting without 20-day advance notice or hearing, and such apprentices do not have appeal rights.**
- b. **The apprentice may be brought before the Apprenticeship Committee for disciplinary action for:**
 - 1) **Failure to show regular attendance at work or school including punctuality issues.**
 - 2) **Attitude relating to the job or classroom.**
 - 3) **Eight unexcused absences during the school year, failure to attend make-up classes as required, and failure to satisfactorily complete the written and hands-on testing described in their RSI instructions.**
 - 4) **Failure to follow directions or comply with safety procedures at work or school, refusing work, failing to show up to an appointed job, quitting a job before contacting the Coordinator and providing a compelling reason, and poor or unsafe work habits.**
 - 5) **Complaints from employers or three low scores on performance evaluations signed by the foreman.**
 - 6) **Failure to put their name on the Out of Work list for two weeks, unless they have contacted the Coordinator and provided the reason.**
 - 7) **Working for a non-signatory contractor, unless the contractor has signed a Contribution Agreement with the Apprenticeship Committee.**
 - 8) **Theft on the job site or at school.**
 - 9) **Fighting or harassment at work or school will not be tolerated.**

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10) Use of illegal drugs or alcohol at work or school. Exhibiting behavior at school that a reasonable person would conclude was the result of being under the influence of drugs or alcohol, or failure to pass a drug test while on the job will not be tolerated.

c. RSI classes:

1) Apprentices will be docked a minimum of two (2) hours for late arrivals and early departures from RSI classes. When the total becomes eight (8) hours, one unexcused absence will be recorded, and the apprentice must make up one full day (8 hours) of RSI classes.

d. Monthly work progress reports must be correctly completed or they will be returned to the apprentice for completion. No credit will be given until they are current.

1) If the apprentice is not current in filing monthly work progress reports, they will not be awarded a wage/step upgrade if one is due, and will not be awarded wage/step upgrades until all monthly progress reports are up to date.

2) If an apprentice fails to turn in six (6) consecutive monthly work progress reports, they can be removed from the job until all work progress reports are up to date.

e. If an apprentice fails to appear before the Apprenticeship Committee or Subcommittee after due notice, disciplinary action may be invoked without a hearing.

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar

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days from the date the apprentice received written notice of action by the program sponsor.

5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship 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. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable

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in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations:

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

Sponsors shall submit required reports through the Apprentice Registration and Tracking System (ARTS).

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31

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2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. 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 RSI 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.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation

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3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall 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.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably 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 program 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 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.
6. 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.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an

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approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.

3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

1. 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. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:

- a. Quorum: **A quorum shall consist of three (3) members of the Committee, one of whom must be either the Chair or the Secretary.**

- b. Program type administered by the committee: **Group Joint**

- c. The employer representatives shall be:

Andrew Ledbetter, Secretary
1200 Westlake N. #310
Seattle, WA 98109-3528

Micah Silberman
18644 72nd Ave. S.
Kent, WA 98032

John Salinas
7804 40th Ave. W.
Mukilteo, WA 98275

- d. The employee representatives shall be:

Eric Coffelt, Chair
6362 6th Ave. S.
Seattle, WA 98108

Mike Wright
3223 N. Market St.
Spokane, WA 99207

Travis Metzger
6362 6th Ave. S.
Seattle, WA 98108

Chris Hartshorne, Alternate
PO Box 84886
Seattle, WA 98124

F. Plant programs

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For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

N/A

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 reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

Eastern WA/Northern ID Cement Masons Subcommittee

Quorum: The Eastern WA/Northern ID Cement Masons Subcommittee will operate with a quorum of not less than 50%+1.

The Eastern WA/Northern ID Cement Masons Subcommittee will be composed of at least four members equally representing employers and employees.

The employer representatives shall be:

**Rick Winkler, Secretary
918 W. Crestview Rd.
Spokane, WA 99224**

**Scott Hogue
427 E. Rich
Spokane, WA 99207**

The employee representatives shall be:

**Mike Wright, Chair
3223 N. Market St.
Spokane, WA 99207**

**Don Wigen
3223 N. Market St.
Spokane, WA 99207**

**Erick Vedvick, Alternate
6709 S. Moran View St.
Spokane, WA 99224**

XIII. TRAINING DIRECTOR/COORDINATOR:

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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 Raymond, Training Director/ Coordinator
PO Box 81044
Seattle, WA 98108**