



APPRENTICESHIP PROGRAM STANDARDS
adopted by

SNOHOMISH COUNTY P.U.D. NUMBER 1 APPRENTICESHIP COMMITTEE

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

SYSTEM OPERATOR	43-5032.00	5000 HOURS/30 MONTHS
LINEMAN	49-9051.00	7000 HOURS/42 MONTHS
METERMAN	49-9012.00	6000 HOURS/36 MONTHS
UTILITY WIREMAN	49-2095.00	8000 HOURS/48 MONTHS



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

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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 apprentices have been prepared by the International Brotherhood of Electrical Workers, Local No. 77, and the Snohomish County

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P.U.D. No. 1. When approved by and registered with the Registration Agency, these Standards will 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 area covered by these Standards shall be all of Snohomish County and Camano Island with headquarters in Everett, Washington.

II. MINIMUM QUALIFICATIONS:

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

- Age: **Applicants for apprenticeship shall be at least eighteen (18) years of age.**
- Education: **All applicants shall be high school graduates or have a General Educational Development (GED) or High School Equivalency (HSE) certificate.**
- Physical: **Able to perform the physical requirements of the occupation, with or without reasonable accommodation.**
- Testing: **Exact requirements shall be set forth in the examination announcement issued by Human Resources, Snohomish County PUD Number 1, on behalf of the JATC. Testing will be conducted with applicants using accepted professional validation practices and statistical analysis, using standardized aptitude tests that are related to the essential knowledge, skills, and abilities required to enter the particular apprenticeship program (per WAC 296.05.419(4)). Applicant will be notified of passing score prior to testing. Notification for applicants will follow WAC 296.05-427 Notification Requirements.**
- Other: **Applicants must have a valid driver license.**

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:

Exempt per WAC 296-05-405(1)(b)

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(b)

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].

A. System Operator - Not less than 30 months with a minimum of 5000 hours of reasonably continuous employment.

B. Linemen - Not less than 42 months with a minimum of 7000 hours of reasonably continuous employment.

C. Meterman - Not less than 36 months with a minimum of 6000 hours of reasonably continuous employment.

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D. Utility Wireman - Not less than 48 months with a minimum of 8000 hours of reasonably continuous employment.

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 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.
- C. **All apprentices employed in the following occupations in accordance with these Standards shall be subject to a probationary period of the first six (6) months of reasonably continuous employment from position start date; hours not to exceed 20% of the term of the apprenticeship.**
 - 1. **System Operator**
 - 2. **Lineman**
 - 3. **Meterman**
 - 4. **Utility Wireman**

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.

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- 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.
- 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:
 - 1. **System Operator: Employers employing one (1) or more journey-level system dispatch shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.**
 - 2. **Lineman: The ratio of apprentices to journey-level workers shall not be more than one (1) apprentice to every two (2) journey-level workers, based on the journey-level line workforce of the Sponsor.**
 - 3. **Utility Wireman and Meterman: Employers employing one (1) or more journey-level meterman and utility wireman shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.**

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.

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C. Wage Progression Schedules

System Operator:

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0 - 6 months	77.15%
2	7 - 12 months	82.44%
3	13 - 18 months	85.73%
4	19 - 24 months	89.10%
5	25 - 30 months	92.50%

Lineman:

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0 - 6 months	74%
2	7 - 12 months	77%
3	13 - 18 months	80%
4	19 - 24 months	84.5%
5	25 - 30 months	88%
6	31 - 36 months	91%
7	37 - 42 months	95%

Meterman:

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0 - 6 months	74%
2	7 - 12 months	77%
3	13 - 18 months	80%
4	19 - 24 months	84.5%
5	25 - 30 months	88%
6	31 - 36 months	95%

Utility Wireman:

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0 - 6 months	74%
2	7 - 12 months	77%
3	13 - 18 months	80%
4	19 - 24 months	83%
5	25 - 30 months	86%

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6	31 - 36 months	89%
7	37 - 42 months	92%
8	43 - 48 months	95%

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.	<u>System Operator:</u>	<u>Approximate Hours</u>
	1. Communication procedures, dispatch office familiarization, dispatch boards, forms, logs, and miscellaneous, & emergency work procedures	900
	2. SCADA (introduction), safety laws & tagging procedures, calculations & formulas, and switching, procedures	900
	3. SCADA (general) Jackson Powerhouse & Dam substation operation, and underground	900
	4. SCADA (operation), voltage equipment, and protection equipment.....	900
	5. Load management, storm operations, and foreign utilities coordination	900
	6. Miscellaneous.....	500
	TOTAL HOURS	5000

B.	<u>Lineman:</u>	<u>Approximate Hours</u>
	1. Poles, arms and guys	2000
	2. Conductors and insulators, switches and cutouts, and other protective devices	2000
	3. Underground	1000
	4. Transformers.....	1000

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5.	Service drops and meters.....	300
6.	Rotation and phasing	200
7.	Safety meeting, care and inspection of safety equipment	300
8.	Miscellaneous.....	200
	TOTAL HOURS:	7000

C. Meterman: Approximate Hours

1.	Numbering, testing and calibration of watt-hour meters.....	1000
2.	Written and electronic record keeping and documentation	200
3.	Testing, repairing, and calibration of electrical instruments	500
4.	Repairing, reconstructing, cleaning electrical meters.....	200
5.	Wiring and investigation of meter installations	1100
6.	Testing meters and site audits on customers' premises	1000
7.	Investigating and troubleshooting customer voltage and power quality complaints.....	800
8.	Installing and removing meters	200
9.	Maintenance of load profile (IDR, meter programming, isolation relays, and meter communications	800
10.	Testing and cleaning of high voltage personal protective equipment.....	200
	TOTAL HOURS:	6000

D. Utility Wireman: Approximate Hours

1.	Power transformers and voltage regulators (both station class and pole type) - theory of operation, testing procedures, control functions, maintenance and repair	2200
2.	Blueprint reading.....	800

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3.	Supervisory control - operation and troubleshooting	500
4.	Circuit breakers, vacuum and air (distribution), SF6 (Transmission) - installation, operation and maintenance	1200
5.	Protective relaying and metering - principles of operation, maintenance, and repair. Current and potential transformers - installation and operation	800
6.	High voltage switches and motor operators	400
7.	Metal clad switchgear - controls, troubleshooting, commissioning procedures	1100
8.	Batteries and miscellaneous substation maintenance	500
9.	Oil testing and handling, spill procedures	200
10.	Safety practices, heavy equipment operation, rigging & boom operations, signaling	300

TOTAL HOURS: 8000

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):

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- Supervised field trips
- Sponsor approved training seminars (specify)
- Sponsor approved online or distance learning courses (specify): **(includes: reading materials, homework assignments and projects)**
- State Community/Technical college
- Private Technical/Vocational college
- Sponsor Provided (lab/classroom)
- Other (specify):
 1. **Snohomish County PUD Number 1 facilities**
 2. **Meter training course administered at/by Seattle City Light facilities**
 3. **Wire training course administered at/by Seattle City Light facilities**

B. **144** 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. **In case of failure on the part of any apprentice to fulfill their obligation for school attendance or academic performance, the apprenticeship committee shall have the authority to take disciplinary action. (see Section X, Administrative/Disciplinary Procedures)**
2. **The Apprenticeship Committee recommends that the courses for the apprentices be limited to those who are actually apprentices to the trade in accordance with these Standards.**
3. **Such related instruction will not be classed as hours of work.**
4. **Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.**
5. **Attendance: Apprentices are expected to attend every session of school. Failure on the part of an apprentice to show regular attendance at classes or failing any**

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quarter of the related training classes will be deemed as sufficient cause for the Apprenticeship Subcommittee to recommend to the JATC disciplinary action, which may include but not limited to the cancellation of their apprenticeship agreement.

6. The pass point for related supplemental instruction class is 70% or above, per quarter, for all academic material, unless otherwise advised.
7. An apprentice may not miss related training classes due to overtime work without approval, as outlined by apprenticeship administration.

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:
 - a. **Applicants accepted as apprentices will become employees of Snohomish County PUD Number 1, and as such, apprentices are expected to maintain employment with the company during their term of apprenticeship; failure to do so shall be cause for cancellation. The apprentice must also comply with the adopted Standards of Apprenticeship and the Collective Bargaining Agreement between the employer and IBEW Local #77. Disciplinary issues will be addressed using the complaint and appeal procedures outlined in Section X, Sub-Section C, Apprentice Complaint Review/Appeals Procedures as shown below.**
 - b. **Apprentices must acquire a Washington State Driver License within thirty (30) days of apprenticeship registration.**

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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].
3. Sponsor Disciplinary Procedures:
 - a. **Failure on the part of the apprentice to achieve a score of 70% or above on a regularly scheduled proficiency exam will result in the following actions:**

The JATC will immediately take disciplinary action, which may lead to cancellation of their apprenticeship agreement.

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1. The apprentice will be given additional training during a 25-day period immediately following the day of the failed test. The apprentice will be allowed to re-take the exam on the 26th day. The apprentice, of his/her own volition, may request to re-take the exam prior to the 26th. However, the apprentice will not be allowed to re-take the same level of exam more than once. The subject matter of the re-test will be comparable to the failed test but may not be the same test.
 2. The apprentice's wage advancement date will be extended to the first day after he/she achieves a score of 70% or above on the proficiency exam, provided all other program requirements have been met.
 3. If the apprentice fails to achieve a score of 70% or above on the second exam, the apprentice may be cancelled from the program.
- b. It shall be the apprentice's responsibility to return their completed monthly work progress hours log and performance evaluation(s) to the Apprentice Administrator by the tenth (10th) of each month. For each month an apprentice fails to return a completed work progress hours log and performance evaluation, they will be called before the JATC and the date of their next wage advancement may be extended by one month. Apprentices that fail to return more than three monthly progress records and performance evaluations during the term of their apprenticeship will be called before the JATC for disciplinary action.
 - c. Apprentices are required to sign off on their monthly apprentice performance evaluation(s). This form is to be completed by the jobsite foreman or journey level worker they are assigned to. Apprentices who receive ratings of less than satisfactory* on their apprentice performance evaluation may be required to appear before the Apprenticeship Subcommittee to discuss the evaluation. If corrective action is not taken by the apprentice to bring his/her performance evaluation up to a satisfactory* level, it will be deemed as sufficient cause for the Apprenticeship Subcommittee to recommend to the JATC disciplinary action, which may include but not limited to, cancellation of their apprenticeship agreement.

*Satisfactory is defined as a rating of no less than 3 out of 5 in all categories.

Local Apprenticeship Committee Policies:

- a. Snohomish County PUD Number 1 Directives and policies.
- b. Apprentice Performance Expectations and Requirements agreement, approved by the JATC, which may from time be added to or updated.
- c. Acquire and maintain certifications deemed necessary for the occupations.

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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 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.

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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 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

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- 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
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.

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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
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.

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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 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 a minimum of three (3) representatives each from Management and IBEW members of this JATC.**

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

The Snohomish County Public Utility District No. 1 Apprenticeship Committee shall be composed of equal representation from District and Union. Selection of these individual members will be made by their respective organizations.

c. The employer representatives shall be:

**Drew Woolley, Secretary
P.O. Box 1107
Everett, WA 98206-1107**

**Mark Oens
P.O. Box 1107
Everett, WA 98206-1107**

**Dan Hines
P.O. Box 1107
Everett, WA 98206-1107**

**Paul Kiss
P.O. Box 1107
Everett, WA 98206-1107**

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**Kevin Davis
P.O. Box 1107
Everett, WA 98206-1107**

d. The employee representatives shall be:

**Erin Callar, Chair
P.O. Box 1107
Everett, WA 98206-1107**

**Allan Heer
P.O. Box 1107
Everett, WA 98206-1107**

**Steve Hastings
P.O. Box 1107
Everett, WA 98206-1107**

**John Mantow
P.O. Box 1107
Everett, WA 98206-1107**

**Kyle Fitzhugh
P.O. Box 1107
Everett, WA 98206-1107**

F. Plant programs

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.

LINEMAN:

Employer Representatives:

**Paul Kiss
P.O. Box 1107
Everett, WA 98206-1107**

**Kevin Davis
P.O. Box 1107
Everett, WA 98206-1107**

SNOHOMISH COUNTY P.U.D. NUMBER 1 APPRENTICESHIP COMMITTEE

Employee Representatives:

**Kyle Fitzhugh
P.O. Box 1107
Everett, WA 98206-1107**

**Allan Heer
P.O. Box 1107
Everett, WA 98206-1107**

ENERGY CONTROL CENTER:

Employer Representatives:

**Robert Riojas
P.O. Box 1107
Everett, WA 98206-1107**

Employee Representatives:

**John Mantow
P.O. Box 1107
Everett, WA 98206-1107**

METER:

Employer Representatives:

**Dan Hines
P.O. Box 1107
Everett, WA 98206-1107**

Employee Representatives:

**Steve Hastings
P.O. Box 1107
Everett, WA 98206-1107**

WIRE:

Employer Representatives:

**Forest Bigenho
P.O. Box 1107
Everett, WA 98206-1107**

SNOHOMISH COUNTY P.U.D. NUMBER 1 APPRENTICESHIP COMMITTEE

Employee Representatives:

**Erin Callar
P.O. Box 1107
Everett, WA 98206-1107**

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.

**Julie Mainstone
P.O. Box 1107
Everett, WA 98206-1107**