



APPRENTICESHIP PROGRAM STANDARDS
adopted by

INLAND NORTHWEST MASONRY APPRENTICESHIP COMMITTEE

(sponsor name)

Table with 3 columns: Occupational Objective(s), SOC#, and Term [WAC 296-05-015]. Rows include BRICKLAYER, POINTER CLEANER & CAULKER, TERRAZZO WORKER, TILE, TERRAZZO & MARBLE FINISHER, and TILE SETTER.



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

JULY 16, 2020
Standards Last Amended

SEPTEMBER 21, 1945
Permanent Registration

By: MARK RIKER
Chair of Council

By: CHRIS BOWE
Secretary of Council

# INLAND NORTHWEST MASONRY APPRENTICESHIP COMMITTEE

## 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 masonry apprentices are prepared by Apprenticeship Committee representatives from the Bricklayers, Stone Masons, Marble**

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Masons, Tile Layers and Terrazzo Workers Local Union No. 2, Spokane, Washington (hereinafter called the Union) and representatives of Masonry Contractors signatory to Local Union No. 2.

## **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 the following counties in Eastern Washington or parts thereof: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima. The State of Idaho includes all of Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone.**

**Applicants and apprentices please note that while the State of Washington has no responsibility in the State of Idaho, the Inland Northwest Masonry Apprenticeship Committee will apply the same standards and guidelines to apprentices registered in this program while working in the listed Idaho counties.**

## **II. MINIMUM QUALIFICATIONS:**

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

Age: **Be at least 18 years of age.**

Education: **Applicants shall have completed two years of high school or the equivalent.**

Physical: **Applicants must be physically fit to perform the work of the trade with, or without reasonable accommodations.**

Testing: **None**

Other: **Applicant must possess and provide valid Driver License.**

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**Applicant must provide documents to support meeting minimum qualifications as stated in Section IIIA. (Selection Procedures).**

### **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:**

**The responsibility of selecting applicants for apprenticeship, and the administration of the apprenticeship program, rests with the Apprenticeship Committee by authorization of the Spokane Masonry Contractor's Association and the Bricklayers' Local Union #2.**

- 1. The Apprenticeship Committee shall pre-determine number of apprentices to be selected and registered during the year. On the basis of the pre-determined number of apprentices to be selected and registered, the most qualified applicants shall be placed in a pool of eligibles.**

**All applicants for training shall make application on forms provided by the Apprenticeship Committee. Applications will be accepted by the Secretary or Chairman of the Committee during the hours of 8:00 a.m. - 1:00 p.m. Monday through Thursday throughout the year at the Bricklayers Local Union Office, East 3923 Main Avenue, Spokane, WA 99202.**

- 2. Information on apprenticeship openings shall be posted at the employer's and union's place of business and disseminated to the Washington State Apprenticeship and Training Council, the Bureau of Apprenticeship and Training representatives' office, local state Employment Security offices, minority contacts, and local schools. This notice shall contain information on primary requisites for apprentices and the time and place applications are to be received.**
- 3. Prior to filing an application, proof of qualifications as listed in the Addendum, Section 2, Minimum Qualifications, must be furnished by the applicant. The proof of qualifications are:**

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- a. **Copy of Birth Certificate; or other verifiable documentation, and current valid driver license.**
- b. **Transcripts of two years of high school courses and grades or the equivalent.**
- c. **Satisfactory evidence of physical fitness.**
- d. **Completed Application for Masonry apprenticeship.**
- e. **Verifiable documentation of previous experience may be included.**

**Applicants that provide proof of all Minimum Qualifications and complete the entire application procedure shall be placed in the qualified applicants eligibility pool and shall be offered the opportunity to become a registered apprentice.**

4. **Upon the applicant's registration as an apprentice, the policy of the Inland Northwest Masonry Apprenticeship Committee is to enforce third party drug testing as a condition of employment.**

### **EXCEPTIONS:**

1. **Exceptions to the selection procedure allowing direct entry into the program shall be made for: pre-apprentice graduates of recognized building trades training, or Committee approved public school or vocational program, a transfer in good standing from an approved SAC/ATELS apprenticeship program, or hod carriers or masonry tenders with one year experience, or graduates of the Bricklayers, Masons and Allied Crafts International Union of America Job Corps Program.**
2. **(Direct Entry) Those individuals who have completed JATC approved pre-apprenticeship programs. All minimum requirements will be waived except for the following:**
  - a. **Minimum age: 17**
  - b. **Must have High School Diploma or GED**
  - c. **Must complete pre-apprenticeship class**
  - d. **Must pass drug test**
  - e. **Must have valid driver license and social security card or other proof of I-9 status.**
  - f. **Must submit documented proof of all items above and fill out Apprenticeship Application.**
3. **(Direct Entry) Military Veterans that provide DD214 with an honorable discharge and meet all minimum requirements.**
4. **An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level**

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**worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.**

- 5. An employee of a non-signatory employer not qualifying as a journey-level worker when an employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.**
- 6. Registered Native Americans who have secured work under a T.E.R.O. project may receive direct entry into an apprenticeship as apprentices, having met the minimum qualifications and the Employer is an Approved Training Agent of the Sponsor.**

### **B. Equal Employment Opportunity Plan:**

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
- 3. Grant credit for previous trade experience or trade-related courses for all applicants equally.**
- 4. Engage in any other such action as stated above to insure the recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.**
- 5. Direct referral into apprenticeship openings of Job Corps graduates successfully completing a specific trade pre-apprenticeship Job Corps Program, without regard to present eligibility lists.**

### **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

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blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

- A. **The Bricklayers and Pointer Cleaner & Caulker term of apprenticeship shall be 6000 hours of reasonably continuous employment.**
- B. **The Tile Setter, and Terrazzo Worker term of apprenticeship shall be 4900 hours of reasonably continuous employment.**
- C. **The Tile, Terrazzo & Marble Finisher term of apprenticeship shall be 3500 hours of reasonably continuous employment.**

**Fourteen hundred (1400) hours of work per year will be the minimum amount considered as 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.

**All apprentices employed in accordance with these standards shall be subject to an initial probationary period not exceeding the first 20% of employment as an apprentice. The initial probationary periods shall be as follows:**

<b>Bricklayers</b>	<b>750 hours</b>
<b>Pointer Cleaner &amp; Caulker</b>	<b>1200 hours</b>
<b>Terrazzo Worker</b>	<b>750 hours</b>

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Tile, Terrazzo & Marble Finisher	700 hours
Tile Setter	750 hours

### **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.
- 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:

**An approved training agent/contractor who employs one (1) Journey-level worker on the job site, shall be entitled to one (1) apprentice on the job site.**

### **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



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granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

### C. Wage Progression Schedules

#### A. Bricklayer:

**All wages are subject to change as per the Collective Bargaining Agreement. Apprentice Bricklayers Shall not be paid less than the following hourly wage rate:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0750 hours</b>	<b>50%</b>
<b>2</b>	<b>0751 - 2250 hours</b>	<b>55%</b>
<b>3</b>	<b>2251 - 3000 hours</b>	<b>60%</b>
<b>4</b>	<b>3001 - 3750 hours</b>	<b>70%</b>
<b>5</b>	<b>3751 - 4500 hours</b>	<b>80%</b>
<b>6</b>	<b>4501 - 5250 hours</b>	<b>90%</b>
<b>7</b>	<b>5251 - 6000 hours</b>	<b>95%</b>

#### B. Pointer Cleaner & Caulkers:

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0750 hours</b>	<b>50%</b>
<b>2</b>	<b>0751 - 2250 hours</b>	<b>55%</b>
<b>3</b>	<b>2251 - 3000 hours</b>	<b>60%</b>
<b>4</b>	<b>3001 - 3750 hours</b>	<b>70%</b>
<b>5</b>	<b>3751 - 4500 hours</b>	<b>80%</b>
<b>6</b>	<b>4501 - 5250 hours</b>	<b>90%</b>
<b>7</b>	<b>5251 - 6000 hours</b>	<b>95%</b>

#### C. Tile Setter and Terrazzo Workers:

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0700 hours</b>	<b>50%</b>
<b>2</b>	<b>0701 - 2100 hours</b>	<b>60%</b>
<b>3</b>	<b>2101 - 2800 hours</b>	<b>70%</b>
<b>4</b>	<b>2801 - 3500 hours</b>	<b>80%</b>
<b>5</b>	<b>3501 - 4200 hours</b>	<b>90%</b>
<b>6</b>	<b>4201 - 4900 hours</b>	<b>95%</b>

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**D. Tile, Terrazzo & Marble Finisher:**

1. Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0700 hours</b>	<b>60%</b>
<b>2</b>	<b>0701 - 2100 hours</b>	<b>70%</b>
<b>3</b>	<b>2101 - 2800 hours</b>	<b>80%</b>
<b>4</b>	<b>2801 - 3500 hours</b>	<b>90%</b>

The "Tile, Terrazzo & Marble Finisher" with experience, who transfers to the apprentice classification shall receive the "Tile, Terrazzo & Marble Finisher's" rate of pay until the apprenticeship wage schedule overtakes the Finisher's rate.

**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. Bricklayers:**

**Approximate Hours**

**During the apprenticeship, the apprentice shall receive such instruction in all branches of masonry, including the preparation of material for installation as are necessary to develop a practical and skilled mechanic, versed in the theory and practice of masonry. The apprentice shall perform such other duties on-the-job as are commonly related to a masonry apprenticeship.**

**Following is a list of work process objectives or a masonry apprentice:**

- 1. Proper use of tools and equipment .....400**
- 2. Structures of mortars and bonding materials .....400**
- 3. Spreading and opening of all mortar beds .....600**
- 4. Knowledge of all burnt clay products .....300**
- 5. Knowledge of all masonry substitutes .....450**
- 6. Coverage of the entire field of brick bonds .....400**
- 7. Coverage of the entire field of masonry walls and appurtenances thereto .....550**
- 8. Pointing, cleaning, and waterproofing of masonry .....550**
- 9. Knowledge of all heat resisting masonry .....350**
- 10. Knowledge of modern fireproofing .....400**
- 11. Knowledge of pre-cast Cutting, setting, anchoring, cleaning, pointing .....450**

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12. Knowledge of stone: cutting, pointing and setting.....	550
13. Staging and safety laws.....	300
14. Industrial hygiene .....	300

**TOTAL HOURS: 6000**

**B. Pointer Cleaner & Caulker: Approximate Hours**

1. Proper use of tools and equipment.....	300
2. Structure or mortars and bonding materials.....	300
3. Knowledge of all burnt clay products.....	400
4. Knowledge of all masonry substitutes.....	600
5. Coverage of the entire field of masonry walls and appurtenances thereto.....	700
6. Pointing, cleaning, caulking and waterproofing masonry.....	1100
7. Knowledge of modern fireproofing.....	300
8. Knowledge of all heat resisting masonry.....	500
9. Knowledge of terra cotta cleaning and pointing .....	200
10. Knowledge of stone cleaning and pointing.....	300
11. Staging and safety laws .....	400
12. Knowledge of caulking material and related products.....	500
13. Knowledge of entire field of brick bonds.....	400

**TOTAL HOURS 6000**

**C. Terrazzo Worker: Approximate Hours**

1. Shoot water levels.....	150
2. Lay screeds, rod off concrete .....	500
3. Lay out pattern designs from sketches or plans.....	500
4. Set grade strips (brass, metal, wood) set ground for terrazzo base and curbs.....	600
5. Put up terrazzo base, wainscot, and scratch coat .....	500
6. Lay top cement, rod off, mix and sprinkle terrazzo .....	500
7. Roll and trowel fill to grade .....	300
8. Build terrazzo steps and curbs.....	300
9. Machine grinding and polishing, acid washing.....	500
10. Make pre-cast terrazzo base steps, floor, wainscot, window stools, and partitions.....	450
11. Mix base concrete and top cement fill.....	300
12. Care, use, and maintenance of all tools of the trade .....	300

**TOTAL HOURS: 4900**



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- Material, tools and equipment .....150
- a. Familiarity with the tools used in the trade.
  - b. Proper care of company equipment and mechanic's tools
  - c. Recognition of the various tiles
  - d. Distribution of proper amount of materials
  - e. Proper anchoring of block and tackle for hoisting
  - f. Grouting and cleaning of tiles
2. Floor work .....1100
- a. Preparation of sub-floor
  - b. Fastening down of reinforcing for wood and concrete sub floors
  - c. Laying concrete
  - d. Installation of floor. Layout important
  - e. Beating down of floor tile to pre-determined level. (Use beating blocks)
  - f. Removal of glued-on paper (where ceramics are used)
  - g. Straightening of joints where it is found to be necessary
  - h. Application of rubbing sand by the use of beating blocks
  - i. Washing off of surplus rubbing sand. May need more straightening
  - j. Grouting of floor with plain medusa cement. Removal of cement from floor and also from wall joints, bathtub, etc.
3. Metal lath and scratch coat .....300
- a. Remove plaster grounds at pre-determined height
  - b. Remove or bend back all excess nails, which may protrude in wall studs.
  - c. Identify location of all water pipes by marking with pencil on plaster directly above pipes, their approximate size.
  - d. Cut metal lath to proper size and nail securely to stud
  - e. Bend corners and overlap sheets
  - f. Note electric outlets and provide for same
  - g. Mix scratch coat. Proper aggregates and consistency
  - h. Application of scratch coat with proper tools
4. Installation of tile wainscoting .....1100
- a. Setting of float beds
  - b. Application of wet pure cement to back of each
  - c. Proper application of wet pure cement to back of each individual tile before setting it on float bed
  - d. Proper spacing of tile to insure pre-determined layout
  - e. Smoothing wall to eliminate rough edges
  - f. Washing of surplus cement from face of tile caused from handling.



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- 11. Installation of tile fixtures .....150
  - a. The proper size of opening tile wall
  - b. The size of fixture is pre-determined. Usually set in cement.
  
- 12. Adhesive .....150
  - Proper methods of installing for tile setting
  - Note: It is recommended that a course be given to the apprentice in the use of water level, transit, plumb bob, steel square, etc.

**TOTAL HOURS: 4900**

**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

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify): **(International Masonry Institute)**

State Community/Technical college: **Spokane Community College**

Private Technical/Vocational college

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Sponsor Provided (lab/classroom)

Other (specify): **Training Trust**

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:

**NONE**

### **IX. 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:

1. **Disciplinary Procedures: All apprentices are required to attend classes as scheduled. Failure on the part of the apprentice to attend related supplemental instruction, as well as actively participate during classroom training throughout his/her apprenticeship will be cause to dismiss the apprentice for disciplinary purposes. Improper conduct such as substandard performance, operating under the influence of drugs, alcohol or a controlled substance, insubordination, or with indifference to these**



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**Standards, as determined by the apprenticeship staff, will be deemed sufficient cause for the apprentice to appear before the Apprenticeship Committee for either the purpose of suspension, disciplinary action and/or cancellation of their apprentice agreement.**

- 2. Policy and Procedures implemented for the school of the Inland Northwest Masonry. Please read carefully and provide your signature, as these policies will be enforced. Your actions and decisions will be noted and may reflect employment opportunities.**
  - Show up to class on time and be ready to work.**
  - Sign in on given register to show your attendance.**
  - Call appropriate people if you are going to be late or absent.**
  - Keep busy- too much slack time or talking is misuse of time.**
  - No phone use during class time. This includes ear buds for music. Breaks and lunch times are appropriate for checking your phone.**

**Safety Issues**

  - Sexual harassment will NOT be tolerated.**
  - Disciplinary action can and will be adhered to and may be implemented by Teachers/Instructors-“show cause” letters will be given and you will be requested to attend a meeting in front of the JATC Committee. This action could cost you time in the program up to and including possible suspension.**
  - Instructors will impose a three strike you’re out: 1<sup>st</sup> offense-verbal warning, 2<sup>nd</sup> offense-written warning, 3<sup>rd</sup> offense-disciplinary action/suspension.**
  - Loss of hours due to “3 Strike” clause may restrict your wage increase due to lack of RSI-hours.**
- 3. All registered Inland Northwest Masonry Apprenticeship Committee apprentices shall agree to review, understand, and accept his/her obligations as presented in the program policies as stated above and as sanctioned by the Inland Northwest Masonry JATC, Spokane WA.**
- 4. Classroom Instructors shall keep an attendance record of apprentice's actual clock hours. All records shall note tardiness, early departures, and incidences during related supplemental instruction. Instructor reports shall be submitted to the Training Coordinator.**

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### **Local Apprenticeship Committee Policies**

- 1. Apprentices shall maintain regular on the job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure to comply will result in severe disciplinary action by the JATC.**
- 2. An apprentice shall not refuse a job dispatch. A refusal of a job dispatch will place the apprentice at the bottom of the out or work list. In addition, the apprentice will be summoned to appear before the Apprenticeship Committee at the next meeting.**
- 3. An apprentice shall not quit any job assignment without first contacting the Training Director, JATC Chairman or Secretary. Likewise, any Contractor, before terminating an apprentice for any reason other than reduction in force, shall contact the Training Director and advise him/her of the reason.**
- 4. Where third party drug testing is required as a condition of employment, it will be a violation of the Inland Northwest Masonry JATC to refuse such a test. Any refusal will require the apprentice to appear at the next regularly scheduled JATC meeting for disciplinary action.**
- 5. Apprentices shall perform all the duties and tasks on the job as are associated with the craft, and within the classification they are registered.**
- 6. Each apprentice will be solely responsible for maintaining a work progress report book detailing all work hours and related supplemental instruction hours. The apprentice shall send a copy of this monthly record to the Local Union office by the 5th of the following month. Progress reports not turned in by the 5th day will result in the next scheduled upgrade being held for 30 days for each offense. This record shall be used by the JATC to evaluate the apprentice progress in all phases of the trade to ensure the individual is receiving well-rounded training to become a qualified Journey Level worker.**
- 7. Four consecutive offenses will result in disciplinary action such as suspension, up to termination of the apprenticeship agreement.**
- 8. Hours worked, working conditions, overtime, health and welfare and pension provisions are those agreed upon in the Collective Bargaining Agreement currently in effect between Masons Contractors Association and Bricklayers Local #2 WA/ID/MT.**
- 9. Work habits that include safety violations, sloppy workmanship, negative attitudes or refusal to do or offer help with assigned work will result in an**

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apprentice being sent home until he/she is requested to appear before the JATC at the next regularly scheduled meeting for action by the committee.

10. **The use of alcoholic beverages, non-prescription drugs or other controlled substances on the job, or during related supplemental instruction, shall be reason for the apprentice to be cancelled from the Apprenticeship Program.**
11. **It is the responsibility of the apprentices to be punctual, respectful, attentive and dependable with regard to job conduct.**
12. **It is the responsibility of the apprentices during the first thirty days of employment under the JATC supervision to provide themselves with the proper tools as required by the foreman on the job.**
13. **It is the apprentice's responsibility to keep his/her current address and phone number on file with the apprenticeship committee and training director.**
14. **Apprentices shall actively seek employment from the Sponsors list of signatory contractors during their term of apprenticeship.**

### 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

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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:
- (insert txt)

### 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.

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### **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 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

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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
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

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- 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
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.

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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 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:



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The Inland Northwest Masonry Apprenticeship Committee shall be composed of four members representing the contractors and four members representing the Union selected by the groups they represent. A quorum of this committee must be present to conduct the regular business of the Apprenticeship Committee

- a. Quorum: A quorum shall consist of two (1) current employer representatives and two (1) current employee representatives.
- b. Program type administered by the committee: **GROUP JOINT**
- c. The employer representatives shall be:

**Jake Spilker, Secretary**  
3917 E. Columbia  
Spokane, WA 99207

**Ian Anderson**  
PO Box 11976  
Spokane, WA 99211

**Emily Eaton**  
3917 E Columbia  
Spokane, WA 99207

**Dan Aden**  
6200 Brinkley Rd  
Kennewick, WA 99338

- d. The employee representatives shall be:

**Matt Eleazer, Chair**  
12812 NE Marx St.  
Portland, WA 97230

**Ben Boileau**  
2215 N Houk Apt 27  
Spokane, WA 99218

**Dustin Bradford**  
3923 E Main Ave.  
Spokane, WA 99202

**Steve Dyson**  
8698 N. Woodvine Dr  
Hyden ID 83835

### 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:

**NONE**

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### **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.

**NONE**

### **XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Shawn Lenczowski, Coordinator  
12812 NE Marx St.  
Portland OR, 97230**