



## APPRENTICESHIP PROGRAM STANDARDS

adopted by

### ARDAGH GROUP/GMP IN-PLANT MAINTENANCE APPRENTICESHIP COMMITTEE

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

**INDUSTRIAL MAINTENANCE MECHANIC/REPAIRER**

**49-9041.00**

**8000 HOURS**



#### APPROVED BY

Washington State Apprenticeship and Training Council

#### REGISTERED WITH

Apprenticeship Section of Fraud Prevention and Labor Standards

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

#### APPROVAL:

N/A

Provisional Registration

AUGUST 7, 2023

Standards Last Amended

JULY 19, 1991

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 of apprenticeship for Ardagh Group Containers, with supplements pertaining to the necessary work experience of the trade and a progressive**

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

**I. GEOGRAPHIC AREA COVERED:**

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

**The area covered by these Standards shall be limited to Ardagh Group facilities at 5801 E. Marginal Way South, Seattle, Washington 98134.**

**II. MINIMUM QUALIFICATIONS:**

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

Age:           **Applicants for apprenticeship must be at least 18 years of age.**

Education:   **Applicants must be a high school graduate or the certified equivalent.**

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

Testing:       **None**

Other:          **None**

**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.

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**A. Selection Procedures:**

- 1. Ardagh Group/GMP In-Plant Maintenance Apprenticeship Committee and/or the Glass, Molders, Pottery, Plastics & Allied Workers Union #87 are not in any way serving as a referral agency.**
- 2. Applicants will be selected from a pool of current employees.**
- 3. Notice of apprenticeship openings will be posted in the lobby of the Human Resource office. Applications are available upon request per posted notice and completed applications will be accepted during normal business hours. Applicants must provide documentation of age and proof of high school graduation or certified equivalent.**
- 4. When there is an apprenticeship opening, all applications submitted within the previous two years will be considered. The attendance and safety records of each applicant will be evaluated.**
  - a. Applicants with six or more incidents of absence as defined in the Attendance Control Program within the previous 12 months will be disqualified. (The Attendance Control Program is on file with the department.)**
  - b. Applicants who are on work restrictions due to medical issues (for example - light duty assignments) will be disqualified.**

**Applicants will then be placed on a list in seniority order.**

- 5. The MultiCraft Aptitude Test – A7 will be administered through the Ramsay Corporation Online Testing System to the top applicants from the previous step according to the approximate number of apprenticeship openings. Applicants must achieve a score greater than or equal to 50% of the national percentile in the mechanical aptitude portion of the exam and greater than or equal to 50% of the local percentile in the electrical aptitude portion of the exam. This procedure will be repeated until the number of applicants passing the test corresponds approximately to the number of apprenticeship openings. Applicants who score less than 50% of the national percentile in the mechanical aptitude portion of the exam, or less than 50% of the local percentile in the electrical aptitude portion of the exam, will be disqualified and must wait six (6) months before reapplication.**
- 6. Applicants who successfully pass the test will be interviewed by the Apprenticeship Committee and during the interview be informed of the obligation to abide by the standards of apprenticeship.**

**The interview score will be based on test results, educational attainment, school subjects and previous work experience related to the trade. Factors such as motivation, ambition, and willingness to accept direction will be taken into**

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consideration during the evaluation. A minimum score of 70% is required for acceptance into the apprenticeship program.

In the event fewer applicants achieve the minimum interview score than the number of apprenticeship openings, additional applicants will be scheduled to take the test noted above and those who pass will be interviewed.

In the event more applicants achieve the minimum interview score than the number of apprenticeship openings, those applicants with a passing test score will be placed in seniority order for the final selection. Those not selected will be returned to the pool of eligible applicants, not exceed two years from the date eligibility was initially established and do not have to reapply.

7. Upon selection for the apprenticeship program the Apprenticeship Committee will make an evaluation based upon the employer's recommendation and place the selected applicants in the appropriate wage progression period.
8. In the event an applicant is disqualified at any step above, the Secretary of the Committee will send written notice of rejection to the applicant including the reason for rejection and the admission requirements for those admitted into the program. This written notice may be hand delivered to the applicants who are employed at Ardagh Group.
9. **Alternate Method of Selection:**

In the event there are not enough applicants in the pool of current employees that have applied and been found qualified to fill open apprenticeship positions, an advertisement for an apprenticeship opening may be placed with employment service offices (i.e. WorkSource), newspapers or via the internet. Applicants who meet the minimum qualifications will be subject to testing and interview requirements described above. Disqualified applicants will be sent written notice of rejection as described above to their last known address by U.S. Mail.

B. **Equal Employment Opportunity Plan:**

1. Communicate and distribute information about the nature of the apprenticeship program, admission requirements, current apprenticeship opportunities, the source of apprenticeship applications, and the equal opportunity policies of the program sponsor within the shop or concerns.
2. Use journey-level workers, including minority and female, to assist in the implementation of the sponsor's equal employment opportunity plan.
3. Grant credit for previous trade experience or trade-related courses for all applicants equally.

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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].

**The term of apprenticeship shall be four (4) years, but not less than 8,000 hours of employment as an apprentice. Accrued Leave taken for vacation or illness and RSI hours assigned to an apprentice during working hours for which they are paid shall not count towards completion of the term.**

**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 to exceed the first 1000 hours of employment as an**

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**apprentice. Accrued leave taken for vacation or illness, and RSI hours for which the apprentice is paid shall not count toward completion of this period.**

**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:

**Apprentices shall at all times work under the direct supervision of a journey-level worker.**

**For each journey-level worker regularly employed within the plant workforce, employer may have one (1) apprentice.**

**At no time shall the ratio exceed one (1) apprentice to one (1) journey-level worker.**

**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

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the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

### C. Industrial Maintenance/Repairer

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>76.2%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>76.9%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>77.6%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>78.2%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>79.3%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>82.0%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>84.7%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>87.5%</b>

## 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. Industrial Maintenance/Repairer:

### APPROXIMATE HOURS

- 1. Installing, dismantling, trouble shooting, inspecting, repairing and assembling of mechanical equipment including: 1560**
  - a. Moving heavy equipment**
  - b. Lubrication and lubricating systems**
  - c. Alignment of machinery**
  - d. Drive mechanisms**
  - e. Precision hand fitting**
- 2. Steel Erection.....400**

**Cuts, forms bends, burning and welding for erection of building frames, furnace steel work, chutes, elevators and other glass plant equipment. Erects rigging and scaffolding.**



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3. Steel fabrication including cutting, forming, bending, etc., for installation maintenance of plant equipment. ....1460
4. Install or repair plant oil, gas, air, water, steam lines and regulator equipment.....1170
5. Sheet metal work required to install and maintain plant equipment including furnace cooling systems and buildings. ....480
6. Carpentry work required for building maintenance. Builds and sets forms for furnace arches; crates, scaffolding. ....100
7. Masonry work including hot repairs. Install or repair port necks, shadow wall, forehearth skimmer and mantel block, burner blocks, water jackets, overcoat, blocks, etc. Apply insulation to furnaces. ....100
8. Furnace dismantling. Install drain equipment. Perform furnace start-up functions.....100
9. Acetylene and electric welding, acetylene cutting and heating, bench and field welding and brazing. ....300
10. Electrical .....1100
  - a. Electrical Circuits (high & low voltage). Conduit installation; layout and run wiring; install bus ducts; hook up and repair panel boards and switch gear.
  - b. Electrical Equipment. Install and repair motors and generators, furnace electrodes, transformers, automatic starters, limit switches, solenoid valves, magnetic clutches, etc. Use of meters and testing equipment.
  - c. Electronics and Instrumentation. Bench work, trouble shooting, wiring components parts-power supply, tubes, transistors, rectifiers, amplifiers, detectors, oscillators, etc. Install and repair electronic, electrical and pneumatic instruments.
11. Machinist.....1230
  - a. Set up and operation of machine tools for fabricating and repairing machine parts and tooling using such equipment as: milling machine, lathes, shaper, surface grinder, drill presses and band saw.

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- b. Installation, disassemble, inspecting, trouble shooting, repairing and assembling of glass forming and other mechanical equipment and equipment components.
  - 1) Lubricating and lubricating systems
  - 2) Alignment of machinery and component parts
  - 3) Precision hand fitting
  - 4) Drive and timing mechanisms
  - 5) Moving heavy equipment
  
- c.
  - 1) Toolmaking-grind drills and cutting tips; cut templates; make tool holders, forming tools, bottle gauges, jigs and fixtures.
  - 2) Fabrication of machine parts and special equipment
  - 3) Install and repair piping and tubing on equipment
  - 4) Acetylene and electric welding, brazing, cutting and heating. Heli-Arc welding, heat treating.

**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):

☒ Supervised field trips

☐ Sponsor approved training seminars (specify)

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☐ Sponsor approved online or distance learning courses (specify)

☒ State Community/Technical college

☒ Private Technical/Vocational college

☐ Sponsor Provided (lab/classroom)

☒ Other (specify): **Online courses via TPC Training Systems (when needed due to interruptions of regular offerings of in-person classes at any area technical and community colleges.)**

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:

**Apprentices will begin attending RSI courses after the initial probationary period has been completed.**

**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).

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3. Sponsor Procedures:

**Responsibility of Apprentices:**

- a. To diligently and faithfully perform the work of the shop, and to perform such other pertinent duties as may be assigned by the sponsor in accordance with the provisions of the Standards.
- b. To respect the property of the employer.
- c. To regularly attend and satisfactorily complete the required hours of instruction in subjects related to the trade, as provided under the Standards.
- d. To maintain such records of work experience and training received on the job and in related instruction as may be required by the Apprenticeship Committee.
- e. To develop safe working habits and conduct themselves in their work in such manner as to assure their own safety and that of their fellow workers.
- f. Apprentices who are absent from school class sessions shall make up all such time lost before being advanced to the next period of their apprenticeship.
- g. The apprentice shall not be paid for attending related instruction classes, however, should the Apprenticeship Committee assign an apprentice to a class of instruction during working hours, they will be paid for time lost.
- h. In case of failure of any apprentices to fulfill their obligations as to related instruction requirements, attendance and conduct with due cause, the Apprenticeship Committee shall take necessary disciplinary action.
- i. Apprentices shall work the same number of hours as journey-level workers employed in the trade, except that the apprentice shall not be allowed to work overtime if it interferes with their attendance at related instruction classes.
- j. Apprentices absent from the services of their employer, unless officially excused, shall make up all such time lost before being advanced to the next period of their apprenticeship.
- k. Apprentices shall provide proof of current enrollment in classes at an accredited technical or community college to verify progression through the schedule of required classes.
- l. Apprentices will provide a record school attendance (in hours) noting which school hours are paid, by the 10th of each month to the Secretary of the Committee. School attendance must be recorded on every report even if the

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hours equal zero for any given month. In addition, upon request, apprentices shall submit copies of school transcripts and/or verification of course completion to the Apprenticeship Committee.

- m. Apprentices shall sign a transcript request form for release to the Apprenticeship Committee.
- n. Failure to maintain employment with Ardagh Group will be cause to begin cancellation proceeding with due notice sent to those who completed the initial probationary period.

**Local Apprenticeship Committee Policies**

**Duties of Local Apprenticeship Committee**

- a. To develop local Standards of Apprenticeship consistent with the Washington State Apprenticeship and Training Council and covering such additional items as:
  - 1) **Schedule of Work Experience**  
Showing normal and necessary phases of the Shop to be learned including instructions on safe working habits and accident prevention and approximate number of hours to be devoted to each division of work.
  - 2) **Apprentice Records**  
Listing the specific records to be kept of each apprentice and the extent to which these records must be kept up-to-date.
- b. To conduct themselves in a businesslike manner and to decide all matters by majority rules.
- c. To be vitally concerned that the proper selection of apprentices has been made and to be sure that the qualifications set up in the Standards of Apprenticeship are satisfactorily fulfilled.
- d. To see that all apprentices are under a written Apprenticeship Agreement as provided by the Standards of Apprenticeship.
- e. To request registration of Apprenticeship Agreements by the Washington State Apprenticeship and Training Council and to notify this agency of all completions, cancellations, or temporary suspensions of any such Apprenticeship Agreements.
- f. To make every effort to keep the apprentice continuously employed and assure them of well-rounded training and experience in all phases of the shop.

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- g. To see that the work experience and related training requirements of the Standards of Apprenticeship are being met and to maintain adequate records of each apprentice showing work experience, related training and general progress in learning the work of the Shop.**
- h. To recommend to proper authorities when an apprentice has satisfactorily completed his apprenticeship, and is eligible for recognition as a journey-level worker.**
- i. To see that all apprentices are issued recognized Certificates of Completion after satisfactory completion of the term of apprenticeship and all required related instruction. Completion Certificates are available from the registration agency, for all apprentices completing their apprenticeship under registered standards.**
- j. To supervise the enforcement of all the provisions of the Standards 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 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

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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:

**Disciplinary Action:**

**The Apprenticeship Committee shall have the authority to discipline an apprentice who fails to comply with the Apprenticeship Agreement or abide by the Standards of Apprenticeship. Disciplinary action that may be imposed, at the discretion of the Apprenticeship Committee, includes:**

- a. **Postponement of advancement from one period to the next.**
- b. **Cancellation of the Apprenticeship Agreement.**

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

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after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section “D” below.

**D. Apprentice Complaint Review/Appeals Procedures:**

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

**XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE**

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable 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.



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**B. Program Operations:**

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

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

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

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

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- c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - d. Section VII: Apprentice Wages and Wage Progression
  - e. Section IX: Related/Supplemental Instruction
  - f. Section XI: Sponsor – Responsibilities and Governing Structure
  - g. Section XII: Subcommittees
  - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

**C. Management of Apprentices:**

- 1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
- 2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
  - a) Certificate of completion
  - b) Additional credit
  - c) Suspension (i.e. military service or other)
  - d) Reinstatement
  - e) Cancellation
  - f) Corrections
  - g) Step Upgrades
  - h) Probation Completion date
  - i) Other (i.e., name changes, address)
  - j) Training Agent Cancellation
- 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

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may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

**D. Training Agent Management:**

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

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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:

**The Joint Apprenticeship Committee shall be composed equally of members representing management and members representing labor. Members of the Apprenticeship Committee shall be selected by the groups they represent.**

- a. Quorum: **A quorum shall consist of three (3) committee members.**
- b. Program type administered by the committee: **INDIVIDUAL JOINT**
- c. The employer representatives shall be:

**Jason Noble, Secretary**  
**5801 E. Marginal Way S.**  
**Seattle, WA 98134**

**Justin Roberson**  
**5801 E. Marginal Way S.**  
**Seattle, WA 98134**

**Erin Kreger, Alternate**  
**5801 E. Marginal Way S.**  
**Seattle, WA 98134**

- d. The employee representatives shall be:

**Jon Contreras, Chair**  
**5801 E. Marginal Way S.**  
**Seattle, WA 98134**

**Charmaine Palkowski**  
**5801 E. Marginal Way S.**  
**Seattle, WA 98134**

**Lucas Kephart, Alternate**  
**5801 E. Marginal Way S.**  
**Seattle, WA 98134**

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

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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.

**None**