



APPRENTICESHIP PROGRAM STANDARDS
adopted by

LAKEVIEW LIGHT & POWER AND IBEW LOCAL UNION #483

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
LINE ELECTRICIAN	49-9051.00	7000 HOURS
METER TECHNICIAN	49-9012.01	6000 HOURS



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

APPROVAL:

N/A
Provisional Registration

JANUARY 19, 2017
Standards Last Amended

APRIL 17, 1998
Permanent Registration

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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):

Lakeview Light & Power and the International Brotherhoods of Electrical Workers, Local #483, mutually working together for the advancement of the company and the progress of

the employees, have developed a program of practical and technical personnel training. The apprentices of the Department of Public Utilities will gain a better understanding of their craft and recognition of their obligation to the community. We, therefore, believe the interest of the people of the State of Washington, the employees and the Department of Public Utilities will be better served by this formal apprenticeship system.

The following Standards for the development of apprentices have been recommended by the Joint Apprenticeship Training Committee in accordance with provisions of the Collective Bargaining Agreement, and in cooperation with Washington State Apprenticeship and Training Council.

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 296-05-303(4)(g).

All distribution areas of the Lakeview Light & Power in the State of Washington with operating headquarters in Pierce County, Washington

II. MINIMUM QUALIFICATIONS:

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

- Age: **Must be at least 18 years of age.**
- Education: **High school, vocational school graduates, or GED equivalence.**
- Physical: **Be physically fit without any occupationally relevant physical handicap.**
- Testing: **N/A**
- Other: **N/A**

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 (Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The Sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council.

A. Selection Procedures:

Exempt ((WAC 296-05-405(1)(a))

B. Equal Employment Opportunity Plan:

Exempt ((WAC 296-05-405(1)(a))

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 296-05-315].

The term of apprenticeship for a meter technician shall not be less than 6000 hours of reasonably continuous employment.

The term of apprenticeship for line electrician shall not be less than 7000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-316(22)]:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The Sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
- C. **All apprentices employed in accordance with these Standards shall be subject to a probationary period of the first 1,000 hours of employment.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee 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 296-05-316(5)].

LAKEVIEW LIGHT & POWER AND IBEW LOCAL UNION #483

- 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:

There shall not be more than one apprentice to one journey-level worker in the classification of work involved. This ratio shall apply to each crew and job site and the apprentice shall work under the direction of the journey-level worker. For the purpose of this rule, the foreman shall be considered a 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 the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.
- C. Wage Progression Schedules

LAKEVIEW LIGHT & POWER AND IBEW LOCAL UNION #483

Line Electrician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 1000 hours	83%
2	1001 - 2000 hours	83%
3	2001 - 3000 hours	87.5%
4	3001 - 4000 hours	87.5%
5	4001 - 5000 hours	92%
6	5001 - 6000 hours	92%
7	6001 - 7000 hours	92%

Meter Technician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 1000 hours	70%
2	1001 - 2000 hours	75%
3	2001 - 3000 hours	80%
4	3001 - 4000 hours	85%
5	4001 - 5000 hours	90%
6	5001 - 6000 hours	95%

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

A. Line Electrician

Approximate Hours

- 1. Cold Distribution3470**
 - a. Pole, arms and guys**
 - (1) Dig pole holes**
 - (2) Ordinary soil, rock, hard pan, swamp**
 - (3) Locate poles with proper regard for property**
 - (4) Lines, sidewalks, ditches, etc.**
 - (5) Load and unload poles on trailers, trucks or cards**
 - (6) Apply preservative treatment to wood poles**

- (7) Shave, paint, roof and frame poles
- (8) Set poles with derrick and with pikes
- (9) Face, straighten and line in poles
- (10) Place, "heel and toe" on self-supporting poles
- (11) Fill and tamp around pole
- (12) Stub a decayed pole
- (13) Move a pole by trenching
- (14) Test poles for decay, using test bar
- (15) Replace poles by digging new hole beside old pole
- (16) Replace poles by pulling old butt and reaming hold
- (17) Select proper arm for job
- (18) Install single arm and buck arm
- (19) Install double arm with space bolts
- (20) Install alley arm
- (21) Install pins and deadend bolts in arm
- (22) Make up guy wire body and tails using clamps and also by serving wire.
- (23) Install all types of anchors-legs, expanding cone, swamp, etc.
- (24) Install all types of guys-sidewalk, span, arm, anchor, etc.

b. Conductors, switches, protective devices

- (1) Stringing of conductors
- (2) Bare copper and aluminum, W.P., copper and aluminum
- (3) Splicing conductors, copper and aluminum
- (4) Tying conductors, copper and aluminum
- (5) Making conductor to conductor taps, copper and aluminum, and combinations of both
- (6) Install common types of insulators
- (7) Remove conductors being replaced
- (8) Install single pole disconnecting switches
- (9) Install gang-operated switches
- (10) Install line fuses
- (11) Install pole-mounted oil switches
- (12) Install capacitor banks
- (13) Install lightning arrestors

c. Transformers

- (1) Install cutouts and proper fuses
- (2) Install and connect a single-phase transformer for 120-volt two-wire-load and 120/240-volt three wire load
- (3) Install and connect an additional transformer to secondary bus fed by other transformers
- (4) Install and connect three transformers-delta-delta and wye-delta

- (5) Install and connect two transformers-delta-delta and wye-delta
- (6) Connect transformer bank to supply 240-volt three phase and 120/240-volt single-phase service
- (7) Connect transformer bank to supply combination, 208 volt three-phase and 120/208-volt single-phase service
- (8) Connect additional transformers to feed a three-phase bus feed from another source
- (9) Relation and phasing
- (10) Use of instruction, voltmeters, ammeters, phase sequence indicators, etc.
- (11) Connect current and potential transformers for metering

d. Service Drops and Meters

- (1) Install drops and meter for two-wire and three-wire single phase
- (2) Install drops and meters for three-phase power
- (3) Install drops and meters for four-wire combination power lighting service

e. Safety

- (1) Attend regular safety meetings
- (2) WISHA accepted first aid training
- (3) Learn care and inspection of safety equipment, tools, and ropes
- (4) Pole top rescue, vault rescue, and bucket rescue
- (5) Hot stick training
- (6) Tree trimming and tree climbing training

2. Underground work experience1880

a. Circuitry of underground equipment

- (1) Padmount transformers, single and three phase
- (2) Total underground transformers with internal line circuit
- (3) Tap junction boxes
- (4) Switch junction boxes
- (5) Padmounted switch gear
- (6) Primary riser pole

b. System maps and circuit diagrams

- (1) Circuit map
- (2) Plant location maps
- (3) Cable numbering system
- (4) Single-phase radial system
- (5) Single-phase sectionalized loop systems
- (6) Three-phase systems
- (7) Secondary systems

- c. Underground job layout**
 - (1) Trench location-horizontal and depth**
 - (2) Joint use of trench-random lay**
 - (3) Locating pipes and other obstructions**
 - (4) Street crossing**
 - (5) Transformer handhole locating**
 - (6) Multiple foundation boxes for switch gear and three-phase transformer installations**
 - (6) Secondary connection box location**

- d. Subsurface structures and trenches**
 - (1) Trenching with machine and backhoe**
 - (2) Excavation for transformer handhole and installation of handhole**
 - (3) Secondary connection box excavation and installation**
 - (4) Street crossing, open trench, bore, push**
 - (5) Conduit bending**
 - (6) Duct bank installation**
 - (7) Manhole installation**

- e. Cable and equipment installation**
 - (1) Cable installation in open trench**
 - (2) Cable installation in duct**
 - (3) Transformer and switch gear installation**
 - (4) Cable terminations - Essna elbow type**
 - (5) Cable terminations - pre-assembled pothead type**
 - (6) Cable terminations - taped stress cone type**
 - (7) Cable splicing**
 - (8) Junction box connections with assemble cable terminations**
 - (9) Primary circuit connections - phase and neutral**
 - (10) Cable identification by ring out and inspection and cable tagging**
 - (11) Grounding at equipment installations**
 - (12) Secondary and service connections**
 - (13) Final inspection and system testing**

- f. Operations and maintenance of underground system**
 - (1) Replace line fuse on underground circuit**
 - (2) Replace underground transformer fuse**
 - (3) Locate and isolate secondary fault**
 - (4) Switch underground circuit with underground switch gear**
 - (5) Remove and replace underground transformers**
 - (6) Remove cable from service for extension or to be tapped**

- (7) Establish clearance on underground system by isolation and grounding
 - (8) Locate fault on underground equipment or system by sequenced sectionalizing and re-energization of system
 - (9) Establish precise location of cable fault with testing equipment
 - (10) Excavate area of faulted cable, identify cable in excavated area, make cable repair splice
3. **Hot Distribution**710
- a. Pole setting
 - b. Close proximity
 - c. Primary gloving
 - d. Primary hotsticking
 - e. Transmission hotsticking
 - f. Test equipment
 - g. URD primary switching
4. **Tree Trimming**340
- a. Tool application
 - b. Equipment operations
 - c. Tree trimming basics
 - d. Wire and circuit ID
 - e. Chain saw safety
 - f. Tree ID
 - g. Proper rigging techniques
5. **Transmission Work**600
- a. Pole setting
 - b. Rebuilt
 - c. Framing/guying
 - d. Deadending
 - e. Clipping
 - f. Switches
 - g. Wire stringing
 - h. Ground work

Total Hours: 7000

B. Meter Technician

Approximate Hours

1. **Residential Metering**1500
- a. Single phase self contained meters
 - b. Single phase transformer rated meters
 - c. Meter tampering and current diversion
 - d. Field instrument

- e. Customer relations
- 2. Commercial and Industrial Metering2000
 - a. Poly-phase self contained non-demand
 - b. Poly-phase transformer rated
 - c. Poly-phase self contained demand meters
 - d. Poly-phase transformer rated demand meters
- 3. Meter Shop Lab1000
 - a. Portable instruments
 - b. Kilo-watt hour standards
 - c. Current and potential devices
 - d. Transducers
 - e. Panel mounted instruments
 - f. Data acquisition and recording
- 4. Meter Shop1300
 - a. Meter numbering and recording
 - b. Meter testing using portable and bench testing equipment
 - c. Primary metering instrument mounting
 - d. Meter Programming
 - e. Fork lift training
 - f. Obsolete instrument disposal procedures
- 5. Safety200
 - a. Safety meeting attendance
 - b. First aid training
 - c. Care and inspection of safety equipment
 - d. Defensive driving instruction
 - e. OSHA and WISHA safety standards

Total Hours: 6000

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)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

Camp Rilea. All properties owned and operated by Lakeview Light and Power, All properties owned and operated by City of Tacoma - Power Division, All properties owned and operated by City of Seattle - Light Division.

B. **144** Minimum RSI hours per year defined per the following (see WAC 296-05-316(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

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 296-05-316 (11).
3. Sponsor Procedures:

None

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.

LAKEVIEW LIGHT & POWER AND IBEW LOCAL UNION #483

- d. The decision/action of the Sponsor will become effective immediately.
2. The Sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The Sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the Sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or Sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:

None

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint. 296-05-316(22)
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.

LAKEVIEW LIGHT & POWER AND IBEW LOCAL UNION #483

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 296-05-009). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

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

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The Sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The Sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04

LAKEVIEW LIGHT & POWER AND IBEW LOCAL UNION #483

RCW and chapter 296-05 WAC and these standards. If applicable, Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (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 (Chapter 296-05 WAC - Part C & D):

1. The Sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request. Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit completed forms to the Department of Labor and Industries through their assigned state apprenticeship consultant, or
2. By signing up for Secure Access Washington (SAW) to the Apprentice Registration and Tracking System (ARTS). Forms are available from the apprenticeship consultant assigned to the sponsor or online at: <http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>. 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

LAKEVIEW LIGHT & POWER AND IBEW LOCAL UNION #483

3. 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 (if applicable)
 - 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
4. 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 and/or
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation

LAKEVIEW LIGHT & POWER AND IBEW LOCAL UNION #483

3. The Sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The Sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The Sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The Sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the Sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The Sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The Sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The Sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.

LAKEVIEW LIGHT & POWER AND IBEW LOCAL UNION #483

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 296-05-313)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The Sponsor must also provide the following information:

- a. **Quorum: A Quorum will consist of one (1) Employer member and one (1) Employee member.**
- b. Program type administered by the committee: **Individual Joint**
- c. The employer representatives shall be:

Mark Hadman, Chairman
11509 Bridgeport Way SW
Lakewood, WA 98499-3041

John DeVore
11509 Bridgeport Way SW
Lakewood, WA 98499

- d. The employee representatives shall be:

Tim Johnston, Secretary
11509 Bridgeport Way SW
Lakewood, WA 98499-3041

Alice Phillips
4421 S Orchard St
Tacoma, WA 98466

Glen Noble, Alternate
11509 Bridgeport Way SW
Lakewood, WA 98499

Tracy Stone, Alternate Secretary
11509 Bridgeport Way SW
Lakewood, WA 98499

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

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