



APPRENTICESHIP PROGRAM STANDARDS
adopted by

OHOP MUTUAL LIGHT COMPANY APPRENTICESHIP COMMITTEE

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

LINE ELECTRICIAN

49-9051.00

7000 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

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Standards Last Amended

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Permanent Registration

By: ED KOMMERS
Chair of Council

By: CELESTE MONAHAN
Secretary of Council

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INTRODUCTION

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

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

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

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

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

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

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

Sponsor Introductory Statement (Required):

The following Standards for the development of apprentices have been recommended by the Joint Apprenticeship Training Committee on behalf of IBEW Local #483 & Ohop

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Mutual Light Company and in cooperation with Washington State Apprenticeship and Training Council. These standards will govern the training of apprentices in this industry.

It is the goal through the application of these standards of Ohop Mutual Light Company to recruit and train for industry a workforce that can learn a skilled trade through a combination of on-the-job training and post-secondary education that will offer a valued long-term benefit for the worker and employer qualified journey-level workers. Apprentices assist in the attainment of this goal by having pride in their job, pride in their schooling, and pride in their industry.

I. GEOGRAPHIC AREA COVERED:

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

The area covered by these Standards shall be all of the service areas of the company in Pierce County, State of Washington with operating headquarters in Eatonville, Washington.

II. MINIMUM QUALIFICATIONS:

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

- | | |
|------------|--|
| Age: | Must be at least 18 years of age (provide copy of birth certificate or driver's license). |
| Education: | Applicant must have a High School Diploma or High school equivalence certificate, with at least one year of HS Algebra, or equivalent, completed with a passing grade of "C" or better. |
| Physical: | Physically and mentally able to safely perform the essential functions of the job either with or without reasonable accommodations. |
| Testing: | None |
| Other: | None |

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III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

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

B. Equal Employment Opportunity Plan:

Exempt per 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 296-05-015].

A. Line Electrician:

The term of apprenticeship shall not be less than three and one-half (3-1/2) years or 7000 hours of reasonably continuous employment.

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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.

1. Line Electrician:

All apprentices employed in accordance with these Standards shall be subject to a probationary period of the first 1000 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 296-05-015(5)].

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- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

1. Line Electrician:

There shall not be more than one (1) apprentice to one (1) journey level worker employed on the job site

It is mutually agreed that apprentice ratios of one-to-one shall be allowed subject to the following conditions:

- (a) **A maximum of two (2) apprentices per crew shall be allowed when working on energized conductors when two (2) journey-level workers are present on such crew, which includes the foreman.**
- (b) **One of the two apprentices shall be in the hot period.**
- (c) **One of the two apprentices shall be required to perform either Ground Person or Equipment Operator-type jobs to further their training when the second apprentice is performing work on or around energized conductors.**

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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C. Wage Progression Schedules

1. Line Electrician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	78.0%
2	1001 – 2000 hours	80.0%
3	2001 – 3000 hours	82.0%
4	3001 – 4000 hours	84.0%
5	4001 - 5000 hours	87.0%
6	5001 – 6000 hours	90.0%
7	6001 – 7000 hours	93.0%

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. Ground1000**
Perform duties as prescribed by the written policy statement of the Committee, providing for work both on the ground and aloft including climbing to assure suitability for the trade before the initial probationary period expires.
- 2. Transmission100**
 - a. Steel**
Assembly and erection of steel towers, placement of footings, and attachment of insulators and materials, and the stringing, splicing, dead-ending, armor rodding, and clipping of conductors.
 - b. Wood**
Framing, erection, and guying of wood-poles and the installation of hardware insulators and conductors thereon.
- 3. Substations350**
Assembly and erection of steel and wood and the installation and connection of busses, grounds, switches, circuit breakers, transformers, regulators, and other substation equipment.

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4. **Underground1700**
Material handling, installing, secondary and primary cable, setting UG transformers, terminations and splices, installing conduit on poles.
5. **Cold Distribution2750**
Setting poles, framing structures, tree trimming, street lights, replacing transformers, guying structures, stringing conductors both primary and secondary
6. **Live Line Maintenance1000**
Rubber glove work on energized primary circuits under 5,000 volts. Hot Stick work on distribution and sub-transmission voltage.
7. **Tree Trimming100**
Rigging, aerial and ground operation of chainsaws, maintenance of chainsaws and other tree trimming equipment. (Rigging On the job training will not culminate in a rigging certification)

Total Hours: 7000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

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☒ Supervised field trips

☐ Sponsor approved training seminars (specify)

☐ Sponsor approved online or distance learning courses (specify)

☒ State Community/Technical college

☒ Private Technical/Vocational college

☐ Sponsor Provided (lab/classroom)

☒ Other (specify): **Camp Rilea**

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

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:

a. Initial Probationary Period:

- 1. During the initial probationary period, the Ohop Mutual Light Company Apprenticeship Committee will review the Apprentice twice: once at the 3 months (500 hours) and the second at 6 months (1,000 hours). After the 6-month review, the Committee will vote to take action on the apprentice.**
 - a) The 6 month action will be (one of the following):**
 - 1) Complete the Apprentices probationary period**
 - 2) Cancel the Apprentice Agreement.**
 - b) The Apprentice shall be notified of the Committee's actions within the time outlined in the Standards of Apprenticeship.**
- 2. All Apprentices shall obtain a Class A CDL within the first twelve (12) months of the Apprenticeship.**

b. Apprentice Advancement:

- 1. All Apprentices shall be considered for advancements on an equal basis.**
- 2. Advancement will made on the basis of:**
 - a) Quarterly reports from Supervisors, Foreman and Journey persons working with the Apprentice.**
 - b) Hours in the Occupation.**
 - c) Timely and satisfactory completion of RSI.**
 - d) Timely submission of completed monthly hours reports; by the 5th of the following month.**
- 3. All Apprentices are required to be punctual at work and school, and complete the yearly course curriculum with a minimum average of 80%. Failure to do so may result in disciplinary procedures up to and including cancelation.**
- 4. First year Apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum, and demonstrate the ability to work safely aloft on wood poles and towers as well as pass all first year benchmarks as required by Camp Rilea. Failure to do so may result in disciplinary procedures up to and including cancelation.**
- 5. Second and Third year Apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum and demonstrate the ability to work**

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with hot sticks from wood poles and steel structures. Failure to do so may result in disciplinary procedures up to and including cancellation.

6. Apprentices are expected to attend every session of RSI. Excused absences must be documented and may include job related work verified by your employer or employer representative. Illness must be verified by a doctor. Documentation must be presented to the instructor.

- a) Class work missed, due to any type of absence, shall be completed by the apprentice as directed by the instructor.

7. Non-excused class absences are not tolerated. Non-excused absences may result in disciplinary procedures up to and including cancellation. (See Non-Excused Absences policy in Sponsor Disciplinary Procedures section of these Standards)

8. Advancements in Steps are not automatic.

c. Advanced Standing OR Credit for Previous Experience:

1. The Ohop Mutual Light Company Apprenticeship Committee does not offer advanced standing at the time of Apprentice registration.
2. Candidates with previous knowledge and skill acquisition in the electrical line construction trade must request, in writing to the Committee, a request of evaluation of work and job experience during the initial probationary period.
 - a) Supporting documentation of previous skill/knowledge shall be provided along with the written request for credit. Documentation of previous skill/knowledge may consist of, but is not limited to, pay stubs, transcripts, licenses, certificates.
 - b) Supporting documentation must be dated within 5 years of the Apprentice Registration date.
3. Advance standing is subject to review throughout the initial probationary period. During this time, OJT and RSI will be evaluated to determine if any readjustment concerning OJT or RSI is warranted.
4. Where such experiences warrant, the committee will place the Apprentice in the appropriate step with appropriate wages as determined by the Committee after completion of the initial probationary period.

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d. Administrative/Committee Procedures:

- 1. The Ohop Mutual Light Company Apprenticeship Committee shall meet a minimum of three times per calendar year.**
- 2. The Secretary of the Committee will gather all materials and present them to the Committee during the meeting.**
- 3. The Committee may hold Emergency meetings above and beyond the required 3 minimum meetings only if attended by defined quorum.**
- 4. Any meeting that includes the discussion of Apprentices and is attended by a quorum of the members listed on these Standards is considered an Apprenticeship Committee meeting and meeting minutes shall be recorded and submitted timely to the Department.**

e. Other:

- 1. Apprentices have the right, as do all employees, to refuse to perform work they deem to be unsafe. Refusing to perform a job task, which the apprentice believes in good faith to be unsafe, shall not be grounds for cancelation of an apprentice's apprenticeship agreement. If an apprentice determines a job task to be unsafe, the apprentice shall not perform the job task and report his or her concerns to the job foreman. The chain of command for reporting unsafe work practices, or work related problems, is as follows:***

- a) Job Foreman/Lead Journey Level worker**
- b) Company Manager**
- c) Safety Director or Representative**
- d) Shop Steward**
- e) Union Business Representative**
- f) State Department of Labor and Industries, Safety Division**

***This chain of command procedure in no way shall interfere with an employee's (Apprentice's) legal rights to contact or communicate safety concerns to their union or the appropriate state agencies.**

- 2. All apprentices who voluntarily resign shall be required to do so in writing. The Apprenticeship Committee shall authorize the chairman to notify the personnel office immediately, in order to make appropriate wage adjustments and notification to the Washington State Apprenticeship and Training Council.**

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B. Disciplinary Procedures

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

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- b. Failure to obtain a CDL within the first months (12) months of the apprenticeship will result in disciplinary action, including but not limited to, cancelation from the program.**
- c. The Committee may add additional hours of OJT and RSI based on the reports from supervisors, Foreman, Journey person working with the apprentice.**
- d. Failure to adhere to the Ohop Mutual Light Company Random Drug and Alcohol Testing Policy may result in cancellation from the program.**
- e. Failure to maintain a valid Washington State driver license, including a Class A CDL endorsement may result in cancellation from the program.**
- f. Failure to maintain a first aid card may result in being held back from step increase.**
- g. Failure to report RSI/OJT/Progress reports timely can result in disciplinary action, including but not limited to, not receiving credit for hours worked, suspension from program, held back from step increase or cancellation.**
 - 1) RSI/OJT hours are due by the 5th of the following month.**
 - 2) Quarterly Progress Reports are due by the 5th of the following quarter. (Example: Q1 is January through March. The Quarterly Progress Report for Q1 is due by April 5th.)**
- h. An apprentice refusing transfer or an assignment will be subject to cancellation from the program.**
- i. Camp Rilea:**
 - 1) First year Apprentice's failure to receive a passing grade of 80% on the Camp Rilea course curriculum, and demonstrate the ability to work safely aloft on wood poles and towers may result in cancelation from the program.**
 - 2) Second and Third year apprentices failure to receive a passing grade of 80% on the Camp Rilea course curriculum and demonstrate the ability to work with hot sticks from wood poles and steel structures may result in repeating the required Camp Rilea course curriculum or cancellation of the Apprentice agreement.**
- j. Failure to maintain employment with Ohop Mutual Light Company will result in cancelation from the apprenticeship program.**

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k. Non-Excused Absences:

- 1) For the first non-excused absence, the apprentice shall be subject to a 30-day hold on advancement.**
- 2) For the second non-excused absence, the apprentice will receive an additional 30-day hold on advancement, and be scheduled to appear before the Committee.**
- 3) Non-excused absences in excess of the accepted educational institute's standards may be cause for disciplinary action up to and including cancellation of the apprenticeship agreement.**

l. Ohop Mutual Light Company has a zero tolerance policy on cheating and dishonesty. Any apprentice that is caught or suspected of cheating will be called before the committee and face disciplinary action up to and including cancelation from the apprenticeship. Cheating is defined as any action wherein a person defrauds, deceives, or violates regulations unfairly. This includes but is not limited to:

- 1) Writing formulas, codes, and key words on your person or objects for use in a test.**
- 2) Take someone else's assignment and submit it as your own.**
- 3) Obtaining privileged test information before the testing situation.**
- 4) Submitting fraudulent progress reports.**

m. Any apprentice terminated for cause will not be allowed to reapply for a period of one (1) year from the date of cancelation.

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**

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a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.

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

D. Apprentice Complaint Review/Appeals Procedures:

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

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

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

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

B. Program Operations:

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

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

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

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - 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

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2nd half: July through December, by January 31

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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

D. Training Agent Management:

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

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

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

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:
 - a. Quorum: **A quorum shall consist of a minimum of one (1) representative each from OHOP Mutual Light Company and IBEW members of this JATC.**
 - b. Program type administered by the committee: **INDIVIDUAL JOINT**
 - c. The employer representatives shall be:

Joel Hansen, Secretary
34014 Mountain Hwy East
Eatonville, WA 98328

Ken Gibbs
34014 Mountain Hwy East
Eatonville, WA 98328

- d. The employee representatives shall be:

Chris Curtis, Chair
34014 Mountain Hwy East
Eatonville, WA 98328

Donny Blank
34014 Mountain Hwy East
Eatonville, WA 98328

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.

**Chris Curtis, Coordinator
34014 Mountain Hwy East
Eatonville, WA 98328**