

For L&I Staff Use Only	
Received: L&I Tukwila, 2A December 1, 2023 <i>SKH</i>	<i>Teri Gardner 12-4-23</i>
L&I Apprenticeship Consultant	L&I Admin

Department of Labor and Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council
 FROM: Washington Cement Masons Apprenticeship Committee, #61

Please update our Standards of Apprenticeship to reflect the following changes:

- Additions shall be underlined (underlined).
- Deletions shall be struck through (~~struck through~~).
- See attached.

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	<i>12-4-23</i>		
Print Name: <i>Mike Raymond</i>		Print Name:	
Signature: <i>[Signature]</i>		Signature:	

Approved By: Washington State Apprenticeship & Training Council
Signature of Secretary of the WSATC:
Date:

Attach additional sheets if necessary

Cover Page

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
CEMENT MASON AREA 1	47-2051.040	6400 HOURS
CEMENT MASON AREA 2	47-2051.040	6400 HOURS

II. Minimum Qualifications:

- Other:
1. Must possess a ~~Valid~~ valid driver license.
 2. ~~Social Security card or other proof of I-9 employment status.~~ Must provide documentation to verify legal working status per I-9 requirements, a condition of employment.
 3. ~~Pass a swab drug test and if the results are inconclusive, pass a urinalysis drug test.~~ Must provide an email address.

III. Conduct of Program Under Washington Equal Employment Opportunity Plan:

[Please delete and replace Section III A. in its entirety]

A. Selection Procedures:

1. Applications can be obtained on our webpage www.cmpltraining.org or by requesting an application via email; admin@trowelout.org, or in person between 8 am and 2 pm at one of the two locations listed below.

Western Washington
Cement Masons & Plasterers Training Centers of Washington
6737 Corson Ave. S.
Bldg. D, Room 116
Seattle, WA 98108
(206) 762-9286

Eastern Washington, Northern Idaho, Montana
OPCMIA Local 72
3223 N. Market Street
Spokane, WA 99207
(509) 326-0575

2. Applications can be submitted in person between 8 am and 2 pm at one of the two locations listed above, by email: admin@trowelout.org, or by U.S. Mail to the following address:

Cement Masons and Plasterers Training Centers of Washington
PO Box 81044
Seattle, WA 98108

- a. IMPORTANT: In order for an application to be considered complete, all documentation verifying minimum qualifications must be provided at the time of application. Applicant must provide:

- Proof of age (Must be government issued photo ID)
 - Proof of high school graduation or equivalent (such as high school diploma, high school transcript, G.E.D. Certificate, or High School Equivalency Test showing a passing score)
 - Valid driver license
 - Proof of legal employment status per I-9 requirements (such as a valid driver license and Social Security card)
 - Valid email address
- b. Completed applications will be placed on an eligibility list in descending order by date of application. Applicants who do not meet all minimum qualifications will be sent written notice of rejection.
- c. Incomplete applications, or applications not submitted with all minimum qualification documentation will not be considered complete. No further processing will occur. A written notice of rejection will be sent and any documents submitted will be returned to the applicant. Such individuals can re-apply.
3. The Apprenticeship Committee recognizes two distinct areas which have separate ranked eligibility lists. Indication on the application will determine which eligibility list an applicant is placed on.
- Area 1: Western Washington
Area 2: Central Washington, Eastern Washington, Northern Idaho, Montana
4. The Apprenticeship Committee shall determine the schedule for physical assessment dates based on demand for apprentices in Areas 1 & 2, consistent with ensuring continuous employment, and will pre-determine how many top scorers will initially be selected to fill apprenticeship job openings.
- a. The Cement Masons and Plasterers Training Centers of Washington (Apprenticeship Office) will send an email invite 15 days in advance of a scheduled physical assessment day informing applicants of the date, time and location. Instructions concerning required attire will be included. Applicants are required to respond and confirm attendance. It is the applicant's responsibility to keep the Apprenticeship Office informed of their current email address.
5. The day of the physical assessment, each applicant will be assigned a number; applicant names will not be used during their assessment. The physical assessment is pass/fail. The maximum score is 50, the minimum passing score is 30.
- a. Individuals who do not appear for the physical assessment, who are late, or who do not follow instructions concerning required attire will be sent written notice of rejection as their application will not be considered further. Such individuals can re-apply.

- b. Top scorers will be selected according to the number of apprenticeship job positions pre-determined by the Apprenticeship Committee.
 - c. Applicants with a passing score but not selected will be placed on ranked list in descending order of score. This ranked list will be used to fill apprenticeship job openings between scheduled physical assessment days. Applicants will be invited to future physical assessment days via email giving them the opportunity to improve their score. It is not a requirement to attend; they will retain their score.
 - d. Individuals who do not pass the physical assessment (score of less than 30) will be sent written notice of rejection as their application will not be considered further. Such individuals can re-apply.
6. Selected applicants, whether top scorers or on the ranked list, shall attend the 80 hour Cement Masons and Plasterers Apprenticeship Preparation Program. A drug screen will be administered on the first day, at no cost to the applicant, and the applicant must pass with negative findings. Those who do not pass the drug screen with negative findings will be removed from the course and will be sent written notice of rejection.
- a. During this course, applicants with previous experience will be granted credit, as determined by the Coordinator and staff.
 - b. Applicants receiving a passing score will be registered.
7. EXCEPTIONS: (Direct Entry)

[The term 'EXCEPTIONS' in the existing standard is underlined. Please retain the underline.]

Applicants selected by one of the following methods must complete a drug screen, at no cost to the applicant, and pass with negative findings, a condition of employment. Failure to meet this requirement will result a written notice of rejection.

All requests for credit for previous experience will be reviewed by the Coordinator and staff. Final approval will be determined by the Apprenticeship Committee after a careful review of the merits of each case.

- a. Individuals completing an Operative Plasterers and Cement Masons International Association (OPCMIA) sponsored a Job Corps program may be granted direct entry. Proof of graduation is required.
- b. Any individual who successfully completes a Washington State Apprenticeship and Training Council recognized Apprenticeship-Prep program may be granted direct entry. Proof of graduation is required. The applicant must also successfully complete the Cement Masons and Plasterers Apprenticeship Preparation Program.

- c. Military Veterans that provide a DD-214 with an honorable discharge may be granted direct entry. The minimum qualification for Education will be waived.
- d. Registered Native Americans who have secured employment under a TERO project may receive direct entry into the apprenticeship, provided the employer is an Approved Training Agent to these Standards.
- e. Employees of training agents who are promoted from another classification covered by the collective bargaining agreement to apprentice may receive direct entry.
- f. Previously cancelled Apprentices may request direct entry into the program. Those terminated for cause must appear before the Apprenticeship Committee and provide satisfactory documentation that the conditions leading to their cancellation have been corrected. Such individuals granted re-entry into the program will be evaluated by the Apprenticeship Committee and registered at the appropriate level based upon their knowledge, skills, and ability.
- g. An individual who has not previously been cancelled by the Washington Cement Masons Apprenticeship Committee, and have not previously completed the Cement Masons apprenticeship program, who is currently a member in another classification of an OPCMIA Local affiliate, may be granted direct entry into the program at the apprenticeship level recommended by the Apprenticeship Coordinator and staff based on previous work experience. The minimum qualification for Education will be waived.
- h. An individual registered as an apprentice with a state apprenticeship council or US Department of Labor Office of Apprenticeship approved program in an occupation covered by the OPCMIA may receive direct entry. The minimum qualification for Education will be waived.
- i. When a signatory employer becomes a training agent, employees not qualifying as journey-level workers shall be evaluated by the sponsor using constant standard nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. The applicant must provide government issued photo ID. The minimum qualification for Education will be waived.
- j. Employees of an employer who has chosen not to sign a collective bargaining agreement and wishes to have their employees trained may receive direct entry into the apprenticeship program provided:
 - 1) The employer signs a Contribution Agreement with the Washington Cement Masons Apprenticeship Committee. Per WAC 296-05-009(5), all employers and apprentices requesting to participate in registered apprenticeship must be afforded the opportunity to do so and be

required to pay a cost equivalent to currently participating employers and apprentices.

- 2) The employer signs a Training Agent agreement thereby agreeing to abide by the standards of apprenticeship. A copy of the standards of apprenticeship will be furnished to the employer.

- k. When a signatory employer directly hires an individual not qualified as journey level, including graduates of WSATC recognized Apprenticeship Prep Programs, per the CBA, the training agent may put them to work for up to eight (8) days. The employer shall not assign work defined in Section VIII of these standards. By the ninth day the employer must send them to the Apprenticeship Office for registration as an apprentice. The applicant must provide government issued photo ID. The minimum qualification for Education will be waived.

- l. An employee of a non-signatory employer in the cement mason industry, not qualifying as journey level who makes application as the result of organizing efforts, whether or not the employer becomes signatory, shall be evaluated by the Coordinator and staff and registered at the appropriate period of apprenticeship based on education, previous work experience and related training. The applicant must provide government issued photo ID. The minimum qualification for Education will be waived, as well as the minimum qualification to possess a valid driver license.

- m. If an individual who signs an authorization card during an organizing effort, wherein over fifty (50%) percent of the employees have signed, whether or not the employer becomes signatory, the individual not qualifying at journey level shall be evaluated by the Coordinator and staff and registered at the appropriate period of apprenticeship based on education, previous work experience and related training. The applicant must provide government issued photo ID. The minimum qualification for Education will be waived, as well as the minimum qualification to possess a valid driver license.

VIII. Work Processes:

A. <u>Cement Mason (Areas 1 & 2)</u>	<u>Approximate Hours/Competency Level</u>
2. Building.....	1400
a. Ribbons - screeds	
(4) <u>Use of sustainable construction practices.</u>	
(5) <u>Use of 3D structural and architectural printing and finishes.</u>	
(6) <u>Amalgamation and discharging of all materials will be executed as well as controlling “Commands” and “Equipment Tasks.”</u>	
3. Machine operation cement masons jurisdiction.....	2700

- a. Machine operation
 - (7) Use of sustainable construction practices.
 - (8) Use of 3D structural and architectural printing and finishes.
 - (9) Amalgamation and discharging of all materials will be executed as well as controlling "Commands" and "Equipment Tasks."

IX. Related/Supplemental Instruction:

B. **160** 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: September (insert month) through August (insert month).

C. Additional Information:

- 1. ~~Failure on the part of the apprentice to show regular attendance at classes will be deemed sufficient cause for the Apprenticeship Committee or the Eastern WA/Northern ID Cement Masons Subcommittee to drop the apprentice from the entire system.~~

[Please renumber the remaining elements 1 – 3.]

X. Administrative/Disciplinary Procedures:

[Please delete and replace Section X. A. 3. in its entirety]

A. Administrative Procedures:

3. Sponsor Procedures:

Disciplinary action resulting from violation of requirements apprentices must adhere to listed below will be imposed by the Apprenticeship Committee or designated representative (designee). Disciplinary actions imposed by the designee exclude cancellation of the apprenticeship agreement. All decisions of the designee resulting in discipline are open to appeal directly to the Apprenticeship Committee by apprentices that have completed their initial probationary period.

Additionally, the Washington Cement Masons Apprenticeship Committee delegates all administrative and disciplinary responsibilities for apprentices working in Area 2 to the Eastern WA/Northern ID Cement Masons Subcommittee (hereafter known as Subcommittee.) The cancellation procedure policy of the Subcommittee is subject to the approval of the "main" committee. Actions affecting apprentice status including cancellation will occur following the approval of the corresponding meeting minutes of the Subcommittee at regular or special meetings of the Washington Cement Masons Apprenticeship Committee. Apprentices in Area 2 who choose to appeal must submit the request for reconsideration directly to the "main" committee.

- a. During the entire term of apprenticeship, the apprentice shall be under the authority of the Apprenticeship Committee, and the Committee shall protect the

apprentice's welfare and maintain the ability to instruct, direct, and impose discipline.

- b. Each approved training agent that employs apprentices in accordance with these standards, with the advice and assistance of the Apprenticeship Committee, shall be responsible for the apprentice's on-the-job work experience, ensuring the experience will result in a well-rounded journey level worker.**
- c. Responsibilities of Apprentices: Apprentices shall read these Standards and familiarize themselves with the contents. Apprentices are cautioned that the failure to read these Standards will not excuse them from possible disciplinary action up to and including suspension or cancellation of the apprenticeship agreement when the apprentice violates any section herein.**
- 1) On-the Job Training (OJT) is mandatory. Each apprentice is expected to diligently and faithfully perform the work of the trade.**
 - 2) Each apprentice is expected to develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety, and that of their fellow workers.**
 - 3) Each apprentice must be available for employment with approved training agents and accrue OJT hours to progress through the term of apprenticeship.**
 - 4) Apprentice must maintain satisfactory progress in during OJT. Performance evaluations from the employer will be periodically requested during the term and will be considered by the Apprenticeship Committee for wage/step upgrades.**
 - 5) Apprentices will read the Apprenticeship and Training Trust Policy Statement regarding sexual harassment and sign a document acknowledging they have read and understand it.**
 - 6) Each apprentice shall notify the Apprenticeship Office of any change to email address, address and/or telephone number within 15 (fifteen) days.**

d. Related/Supplemental Instruction (RSI)

It is the intent of this Apprenticeship Committee to ensure quality training for each apprentice. Full attendance at RSI classes is therefore expected. In case of failure on the part of any apprentice to fulfill their obligations as to RSI attendance, the Apprenticeship Committee or designee shall have the authority to impose discipline, suspend or cancel the apprenticeship agreement, except the designee shall not cancel an apprenticeship agreement. The employer and the union agree to carry out the instructions of the Apprenticeship Committee or Subcommittee in this respect.

- 1) Each apprentice is required to regularly attend and satisfactorily complete the required hours of RSI classes. An email will be sent to each apprentice concerning the date/time and location of each class.
 - 2) Each apprentice must satisfactorily complete the written and hands-on testing described in their RSI instructions.
 - 3) The apprentice must notify the Apprenticeship Office about all absences.
 - 4) Work is not an excuse for missing RSI classes. 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 if it interferes with their attendance at RSI classes. It will be the employer's responsibility to ensure that apprentices are allotted the required time to attend RSI classes; apprentices shall not miss RSI classes due to conflict with work.
 - 5) Examples of excused absences from RSI:
 - a) Illness if the apprentice also misses work, or a hospital stay.
 - b) Emergencies within the apprentice's immediate family.
 - c) Death in the immediate family.
 - d) Vacations: by prior approval of the Apprenticeship Committee.
 - 6) Apprentices who are absent from RSI classes for any reason shall attend scheduled make-up classes, the date/time and location will be determined by the Apprenticeship Office.
- e. Monthly Work Progress Reports:
- 1) Each apprentice will provide a monthly work progress report which is a record of OJT work experience. OJT hours must be recorded on every report even if the hours equal zero for any given month.
 - 2) The monthly work progress report must be submitted by the 15th day of the following month, delivered to the Apprenticeship Office or submitted via email.
- f. Duties of the Local Apprenticeship Committee
- 1) To ensure that apprentices and approved training agents abide by these standards.
 - 2) Each member shall conduct themselves in a businesslike manner. The Apprenticeship Committee shall decide all matters by majority rule.
 - 3) To see that accurate records are maintained for each apprentice.
 - 4) To be vitally concerned that each apprentice is kept employed in a reasonably continuous manner, ensure apprentices are provided instructions on safe

working habits and accident prevention policies, and ensure each apprentice receives well-rounded training and experience in all phases of the trade.

[Please delete and replace Section X. B. 3. in its entirety]

B. Disciplinary Procedures:

3. Sponsor Disciplinary Procedures:

Apprentices must abide by the standards of apprenticeship and comply with all requirements. Failure to do so will result in disciplinary action taken by the Apprenticeship Committee, designee or Subcommittee as described in the first two paragraphs of X. A. 3.

a. Disciplinary action imposed may include delay of wage advancement, suspension or cancellation of the apprenticeship agreement, or other action deemed appropriate, except the designee shall not cancel an apprenticeship agreement. Apprentices who have not completed the initial probationary period, and who will not have completed this period by the date of the next scheduled Apprenticeship Committee or Subcommittee meeting may be disciplined or cancelled by the Apprenticeship Committee or Subcommittee at their scheduled meeting without 20-day advance notice or hearing, and such apprentices do not have appeal rights.

b. The apprentice may be brought before the Apprenticeship Committee for disciplinary action for:

- 1) Failure to show regular attendance at work or school including punctuality issues.
- 2) Attitude relating to the job or classroom.
- 3) Eight unexcused absences during the school year, failure to attend make-up classes as required, and failure to satisfactorily complete the written and hands-on testing described in their RSI instructions
- 4) Failure to follow directions or comply with safety procedures at work or school, refusing work, failing to show up to an appointed job, quitting a job before contacting the Coordinator and providing a compelling reason, and poor or unsafe work habits.
- 5) Complaints from employers or three low scores on performance evaluations signed by the foreman.
- 6) Failure to put their name on the Out of Work list for two weeks, unless they have contacted the Coordinator and provided the reason.
- 7) Working for a non-signatory contractor, unless the contractor has signed a Contribution Agreement with the Apprenticeship Committee.

- 8) Theft on the job site or at school.
- 9) Fighting or harassment at work or school will not be tolerated.
- 10) Use of illegal drugs or alcohol at work or school. Exhibiting behavior at school that a reasonable person would conclude was the result of being under the influence of drugs or alcohol, or failure to pass a drug test while on the job will not be tolerated.

c. RSI classes:

- 1) Apprentices will be docked a minimum of 2 hours for late arrivals and early departures from RSI classes. When the total becomes eight hours, one unexcused absence will be recorded, and the apprentice must make up one full day (8 hours) of RSI classes.

d. Monthly work progress reports must be correctly completed or they will be returned to the apprentice for completion. No credit will be given until they are current.

- 1) If the apprentice is not current in filing monthly work progress reports, they will not be awarded a wage/step upgrade if one is due, and will not be awarded wage/step upgrades until all monthly progress reports are up to date.
- 2) If an apprentice fails to turn in six (6) consecutive monthly work progress reports, they can be removed from the job until all work progress reports are up to date.

e. If an apprentice fails to appear before the Apprenticeship Committee or Subcommittee after due notice, disciplinary action may be invoked without a hearing.

XI. Sponsor – Responsibilities and Governing Structure:

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

1.

- a. Quorum: ~~SEE ABOVE~~ A quorum shall consist of three (3) members of the Committee, one of whom must be either the Chairman or the Secretary.