

**For L&I Staff Use Only**

Rec 12/12/2022 by SP/Vanc

*Teri Gardner 12-12-22*

Rec 11/29/2022 by SP/Vanc

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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: Power Line Clearance and Tree Trimmers Apprenticeship Committee #210

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	11/29/2022		
Print Name: Terry Lowen	Print Name:		
Signature:	Signature:		

Approved By: <b>Washington State Apprenticeship &amp; Training Council</b>
Signature of Secretary of the WSATC:
Date:

Attach additional sheets if necessary

## II. MINIMUM QUALIFICATIONS:

Physical: Applicants must be physically capable, of working aloft in trees or aerial lifts, and agility, strength and endurance with or without reasonable accommodation and without endangering the safety or health of themselves or co-workers.

Other:

~~Must attend Pre-Rank Orientation presentation as scheduled by JATC. Failure to meet these requirements will result in an incomplete application.~~

Possess a valid First Aid/CPR card or current medic certification from a Military or recognized civic agency. ; ~~Online certifications are not recognized and will not meet this qualification.~~

Possess a valid Flagger/Traffic Control card; online certifications are not recognized and will not meet this qualification. Certifications must be issued in Oregon, Washington, Idaho, or Montana.

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

A. Selection Procedures:

### 1. Application Process:

~~a. The Power Line Clearance and Tree Trimming JATC will distribute information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor to all interested individuals by the following methods:~~

~~1)~~

a. Apply from our website: <http://www.nwlinejatc.com>

Applicants may call for more information (360-816-7100) or they may view our website at <http://www.nwlinejatc.com>.

b. Applications are valid for 90 days from the date application process is started online. The online portal will start a 90 day timer once application process begins. ~~Once all documentation has been received, the applicant will be placed into the next Ranked Pool of eligibles.~~

c. Applicants must attend a Pre-Rank Orientation presentation as scheduled by JATC. Failure to meet this requirement will result in an incomplete application.

- d. After all application documentation has been received and the applicant has attended a Pre-Rank Orientation presentation, the applicant will be placed into the next Ranked Pool of Eligibles.

5. Pool of Eligibles:

- a. Apprentices will be selected from a Ranked Pool of Eligibles. Applicants become registered apprentices upon acceptance of first job assignment provided through the placement process.
- c. ~~Individuals~~ Applicants may be removed from the pool at an earlier date by their request, failure to respond to an apprentice job assignment provided through the placement process, or failure to maintain required certifications.

6. Placement Process:

- d. ~~In order to comply with the Affirmative Action goals, minorities and females on the Ranked Ordered list will be dispatched and registered in the order of request for such an applicant.~~

8. Exceptions:

After completion an application:

- a. An employee of a non-signatory employer not qualifying as a journey-level worker when an employer becomes signatory shall be evaluated by the JATC using ~~constant standard non-discriminatory~~ fair and equitable means and registered at the appropriate period of apprenticeship based on previous work experience and related training.

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for Tree Trimmer shall not be less than 4000 hours of reasonably continuous employment, including the probationary period. Additional hours may be required due to being held by Committee action or additional time needed for completion of all requirements.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

A.

- (X) Sponsor approved training seminars (specify)  
**Pesticide certification/recertification, 1st Aid/Flagging recertification }**

- (X) Sponsor approved online or distance learning courses (specify)

Apprenticeship training workbooks, International Society of Arborist study materials  
; ~~Line Clearance Qualification Standards handbook~~ .

C. Additional Information:

\*(VARIANCE REQUEST APPROVED OCTOBER 18, 2018)\*

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

3. Sponsor Procedures:

c.

- 2) Apprenticeship fees are ~~due monthly unless paid in full upon registration~~ withheld by the contractor from weekly payroll deposits. No refunds will be allowed by the Committee.
  - 3) Failure to obtain/maintain required licensing (CDL, First Aid and Flagging certifications) throughout the term of the apprenticeship agreement will result in disciplinary action up to and including ~~termination~~ cancellation. Per industry standards and JATC policy, CPR cards must be renewed annually.
  - 4) Failure to obtain/maintain a Commercial Driver License (CDL)/Commercial Driver License Permit (CDL Permit) for the duration of the apprenticeship agreement will result in disciplinary action up to and including ~~termination~~ cancellation. The apprentice must notify their training agent and the JATC office, within 48 hours of any traffic citation they are issued that may affect their CDL driving privileges. If an apprentice is suspended, temporarily removed from the schedule or terminated from employment due to failure to comply with company policy, the training agent and apprentice will notify the JATC office as soon as possible, but not more than 48 hours after such action.
  - 5) Inability to ~~perform any of the~~ maintain minimum qualifications throughout the term of the apprenticeship agreement will result in disciplinary action up to and including ~~termination~~ cancellation.
- h. An apprentice who is given credit for previous experience in the trade shall be paid the rate of the period to which such credit advances them.

**Advancement Requirements:**

3) Advancements are not automatic. Requirements must be met as listed:

- viii. All apprentices must obtain ~~1st Aid/CPR certification within 45 days of registration date, Traffic Control Flagger certification within 90 days of registration date, and a~~ Commercial Driver License Permit within 90 days of registration date.

i. Job Dispatch and Transfer

An apprentice applicant or a registered apprentice must accept a dispatch from the JATC or a transfer (from one job location to another job location) by ~~his/her~~ their current employer. Failure to accept dispatch may lead to ~~termination from the program~~ cancellation of the apprenticeship agreement.

When an apprentice is terminated for cause, the Committee will be notified by the employer and the apprentice. The employer shall report the reason(s) for termination. The apprentice will be scheduled to appear at the next scheduled Committee meeting which may result in ~~termination from the program~~ cancellation of the apprenticeship agreement.

j. Progress Reports

1) Apprentices must complete a Progress Report on a monthly basis utilizing the online reporting system or by mailing your original report to the JATC office - 9817 NE 54th Street, Suite 101, Vancouver, WA 98662 1705 SE 17<sup>th</sup> Street, Battle Ground, WA 98604. ~~Your~~ Progress reports must be postmarked no later than the 5th day of the month following the month for which the report is due (e.g., January's Progress Report is due by the 5th of February). Progress reports shall be submitted for months that an apprentice is not working. The apprentice shall write "Not working" on the form and mail to the JATC office as stated above. Faxed progress reports will not be accepted.

~~2) Failure to have progress reports in on time shall be cause for the following action:~~

~~i. 1st late Progress Report per Step of Advancement: Hours will be recorded and credit awarded. For the 2nd late report, the apprentice shall be subject to a 30-day hold on advancement.~~

~~ii. 3rd late Progress Report per Step of Advancement, the apprentice shall receive an additional 30 day hold on advancement and the apprentice will be scheduled to appear before the Committee to show cause why his/her their agreement should not be canceled.~~

~~3)2)~~

~~4) Written reports regarding job site performance or apprentice conduct will be investigated by the Coordinator, who will review the circumstances and outline corrective steps and/or the apprentice will be cited to appear before the Committee and will be subject to disciplinary action up to and including cancelation of their apprenticeship agreement.~~

k. School & Work Attendance

Apprentices who are under the direct supervision of a medical professional, and are unable to perform the OJT duties of their current step, must have a release from the medical professional ~~indicated~~ indicating they can attend and perform all classroom and lab requirements. Failure to provide said release may result in suspension from RSI until they have a full release for OJT and RSI.

- 1) Every apprentice is required to satisfactorily complete 1st and 2nd year of related training curriculum. ~~Classes are held on alternate Saturdays, or as scheduled during the regular school year.~~

~~Apprentices are required to:~~

~~Call Instructor if late for class. Failure to contact the instructor will result in an unexcused absence from class.~~

Apprentices are required to notify ~~Instructor~~ the JATC staff prior to start of class in the event an early dismissal is requested. Failure to do so will result in an unexcused absence.

- ~~3) Non-excused class absences are not tolerated. For the 1st non-excused absence, the apprentice shall be subject to a 30-day hold on advancement. 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 or Sub-committee at their next scheduled meeting and may result in termination.~~

- ~~4)3) Class work missed due to any type of absence or inability to participate shall be completed by the apprentice as directed by the instructor or JATC staff.~~

~~Knot/Climb labs will not be made up unless the apprentice can provide mitigating circumstances beyond their control to the Committee.~~

~~5)4)~~

- ~~6) Being under the influence or in possession of alcohol, drugs, controlled substances or weapons will not be allowed on any training site. Anyone violating this rule will be immediately removed from class/lab, with an unexcused absence and will be cited to appear before the Committee for disciplinary action up to and including cancellation of their apprenticeship agreement.~~

- ~~7) Apprentices will be removed from RSI and OJT and cited to appear before the Committee for disciplinary action up to and including cancellation for, but not limited to, the following examples:~~

~~Substandard performance~~

~~Indifference to these Standards  
Insubordination  
Offensive language  
Distracting, demeaning or violent behavior  
Unsafe conduct  
Failure to follow direction  
Disruptive or disrespectful conduct  
The creation of a hostile or intimidating work environment~~

m. Complaint Resolution Procedure

1)

- i. ~~Reduce~~ Submit the grievance/concern to in writing and submit it to the apprenticeship JATC office no later than ten (10) calendar days before the next scheduled Committee meeting date for placement on the agenda.

n. Cancellation

~~3) Cancellation by the Committee after an apprentice's probationary period must be for cause with a reasonable opportunity for correction allowed when circumstances warrant it. Apprenticeship agreements can be canceled for such causes as:~~

- ~~i. Violations of these standards, or refusal to sign required paperwork.  
ii. Not accepting a job dispatch or transfer.  
iii. Excessive lateness or absenteeism from apprenticeship school.  
iv. Failure to maintain the desired level in school.  
v. Not showing up or being late for work.  
vi. Lack of satisfactory job performance from employer reports.  
vii. Irresponsible act, falsification, cheating, or severe attitude problems.  
viii. Repeated or continuous job and/or school problems (e.g., disruption of class).  
ix. Using alcohol or controlled substances on school property or job site  
x. Apprentices who have been suspended for a period of one year or more for a medical condition.~~

~~4)3) An apprentice that has had their apprenticeship agreement ~~canceled~~ canceled for disciplinary reason(s) may not reapply for a period of one (1) year from the date of their cancellation.~~

Apprentices who have been ~~terminated~~ canceled from the program for cause a second time will not be eligible to reapply.

**4) Local Apprenticeship Committee Policies**

**i. Personal Apprenticeship Records & Files:**

All apprenticeship records and ~~apprenticeship~~ files are the sole property of the JATC and will be used only by the ~~JATC~~ or JATC Training Director and staff as needed to perform the daily duties of the JATC office, including but not limited to the overall performance of the apprentice.

**ii. Accident Reporting:**

B. Disciplinary Procedures

3. Sponsor Disciplinary Procedures:

**None**

**a. Any apprentice who accumulates two or more holds of any kind will be cited to appear before the Committee.**

**b. Cancellation by the Committee after an apprentice's probationary period must be for cause with a reasonable opportunity for correction allowed when circumstances warrant it. Apprenticeship agreements can be canceled for such causes as:**

**1) Violations of these standards, or refusal to sign required paperwork.**

**2) Not accepting a job dispatch or transfer.**

**3) Excessive lateness or absenteeism from apprenticeship school.**

**4) Failure to maintain the desired level in school.**

**5) Not showing up or being late for work.**

**6) Lack of satisfactory job performance from employer reports.**

**7) Irresponsible act, falsification, cheating, or severe attitude problems.**

**8) Repeated or continuous job and/or school problems (e.g., disruption of class).**

**9) Using alcohol or controlled substances on school property or job site**

**10) Apprentices who have been suspended for a period of one year or more for a medical condition.**



**11) Failure to respond to JATC communication (phone, mail, or email) within an acceptable period. (Not to exceed 72 hours)**

- c. Failure to submit monthly progress reports timely shall result in progressive disciplinary action up to and including cancellation of the apprenticeship agreement.**
- d. Negative or derogatory written reports regarding job site performance or apprentice conduct will be investigated by the Coordinator, who will review the circumstances and outline corrective steps and/or the apprentice will be cited to appear before the Committee and will be subject to disciplinary action up to and including cancellation of their apprenticeship agreement.**
- e. Being under the influence or in possession of alcohol, drugs, controlled substances or weapons will not be allowed on any training site. Anyone violating this rule will be immediately removed from class/lab, with an unexcused absence and will be cited to appear before the Committee for disciplinary action up to and including cancellation of their apprenticeship agreement.**
- f. Apprentices will be removed from RSI and OJT and cited to appear before the Committee for disciplinary action up to and including cancellation for, but not limited to, the following examples:**

**Substandard performance**

**Indifference to these Standards**

**Insubordination**

**Offensive language**

**Distracting, demeaning or violent behavior**

**Unsafe conduct**

**Failure to follow direction**

**Disruptive or disrespectful conduct**

**The creation of a hostile or intimidating work environment**

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

**[Please delete and replace committee in its entirety]**

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

1.

c. The employer representatives shall be:

**Jeff McCormick, Secretary**  
Davey Tree  
PO Box 5015  
Livermore, CA 94551-5048

**Gary Johnson**  
Kemp West  
3625 Bickford Ave  
Snohomish, WA 98290

**Jeff Fritz**  
Asplundh  
42 West Point Dr  
Longview, WA 98632

**Gavin Thompson**  
Wright Tree Service  
32899 Camas Swale Rd  
Creswell, OR 97426

**Steve Blum, Alternate**  
Asplundh  
20004 114<sup>th</sup> Ave NE  
Woodinville, WA 98072

**Jon Rasley, Alternate**  
Tree Inc.  
51 Cranbrook Lane  
Walla Walla, WA 99362

- d. The employee representatives shall be:

**Alice Phillips, Chair**  
IBEW Local 483  
3525 S Alder Street  
Tacoma, WA 98409

**Cole Bailey**  
IBEW Local 77  
PO Box 12129  
Seattle, WA 98102

**Don McElroy**  
IBEW Local 659  
4480 Rogue Valley Hwy Suite 3  
Central Point, OR 97502

**Thomas Lux**  
IBEW Local 125  
17200 NE Sacramento  
Portland, OR 97230

**Bryon Allen, Alternate**  
IBEW Local 483  
3525 S Alder Street  
Tacoma, WA 98409

**James Davidson, Alternate**  
IBEW Local 659  
4480 Rogue Valley Hwy Suite 3  
Central Point, OR 97502

**XIII. TRAINING DIRECTOR/COORDINATOR:**

**Terry Lowen, Director**  
NW Line JATC  
~~9817 NE 54th Street, Suite 101~~  
~~Vancouver, WA 98662~~  
1705 SE 17<sup>th</sup> Street  
Battle Ground, WA 98604