

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



Request for Revision of Standards

| For L&I Staff Use Only | |
|-------------------------------|-----------------------|
| CC 11/19/2024 | Teri Gardner 11-19-24 |
| Christina Chance 10/25/2024 | Teri Gardner 11-12-24 |
| L&I Apprenticeship Consultant | L&I Admin |

TO: Washington State Apprenticeship & Training Council
 FROM: GRANT COUNTY PUD NO. 2 APPRENTICESHIP COMMITTEE #192

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 checked="" type="checkbox"/> Chair | Date | <input checked="" type="checkbox"/> Secretary | Date |
| <input type="checkbox"/> Authorized Signer | Oct 14, 2024 | | Oct 24, 2024 |
| Print Name: Jacob Johnson | | Print Name: John Bowkett | |
| Signature: <i>Jacob Johnson</i> | | Signature: <i>John Bowkett</i> | |

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

Attach additional sheets if necessary

Cover Page:

GRANT COUNTY PUD NO. 2 JOINT APPRENTICESHIP & TRAINING COMMITTEE
(sponsor name)

(Please apply name change throughout document)

Sponsor Introductory Statement (Required):

The following Standards of apprenticeship have been prepared by representatives of Public Utility District No. 2 of Grant County, Ephrata, Washington (hereinafter referred to as the "~~District~~" Grant PUD), and representatives of I.B.E.W., Local 77, Unit 77-120, of Ephrata, Washington (hereinafter referred to as the "Union"), and assisted by the Department of Labor and Industries, Apprenticeship Division.

The Joint Apprenticeship and Training Committee (JATC) has been established by Grant PUD as the Sponsor (as defined and used in this standards document) to provide an organized system of registered apprenticeship education, training, and professional advancement processes for all Grant PUD Union apprentices. The JATC is responsible for overseeing the apprenticeship program, including apprentice performance decisions, training, and other related activities for Grant PUD employees participating in the apprenticeship program. The JATC coordinates with the Apprenticeship & Workforce Development Program Manager (A&WDMP) and the Senior Manager of Employee Experience, with oversight by the Grant PUD Executive Leadership Team (ELT).

IV. TERM OF APPRENTICESHIP:

- A. The term of apprenticeship for Power System Electricians, Power Plant Operator, Electronic Technician, Hydro Electrician, Hydro Mechanic, Lineman, and Meter Relay Technician, and Fleet Service Technician apprenticeship positions shall be 6000 hours of reasonably continuous employment and experience in the principal operations of the trade, and at least 144 hours per year in courses of study in subjects related to the trade.
- B. The term of apprenticeship for Fiber Network Technician apprenticeship positions shall be 4000 hours of reasonably continuous employment and experience in the principal operations of the trade, and at least 144 hours per years in courses of study in subjects related to the trade.
- C. If an apprenticeship has not been completed in the established term, the ~~Committee~~ JATC may extend the term subject to approval of ~~the District Grant PUD~~, the Union, the apprentice, and the Washington State Apprenticeship and Training Council. If an apprentice has demonstrated unusual proficiency, the ~~Committee~~ JATC may recommend the issuance of a certificate before the end of the full term of apprenticeship; provided, however, that in any event the apprentice in all categories must have had not less than 2000 hours of reasonably continuous employment and experience in the trade before a certificate is issued.

V. INITIAL PROBATIONARY PERIOD:

- C. All apprentices employed in accordance with these Standards in all occupations except Fiber Network Technician shall be subject to a ~~tryout or~~ probationary period not exceeding the first 1000 hours of employment. The probationary period for Fiber Network Technician shall not exceed the first 800 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

E.

1. There shall not be more than one (1) apprentice to every crew of two (2) to six (6) journey-level workers; provided, however, upon recommendation of the ~~Apprenticeship Committee~~ JATC, the ratio of apprentices will be altered for specific training purposes.

VIII. WORK PROCESSES:

A. Electronic Technician:

1. National, State Codes and ~~Distriet~~ Grant PUD Policies.....

8. Fiber Optic Systems....

- a. Wholesale Fiber / Wireless
- b. ~~Distriet~~ Grant PUD Networks

B. Hydro Electrician:

1. National, state-s and ~~distriet~~ Grant PUD codes.....

E. Meter Relay Technician:

1. National, state, and ~~distriet~~ Grant PUD codes....

G. Power System Electrician

1. National, state, and ~~distriet~~ Grant PUD codes....

H. Fiber Network Technician

1. National, State Codes and ~~distriet~~ Grant PUD Policies...

8. Fiber Optic Systems O&M...

- a. Wholesale Fiber
- b. ~~Distriet~~ Grant PUD Networks

I. Fleet Service Technician:

1. Familiarization/Safety Programs....

Shop routine, maintenance program training, general orientation, ~~distriet~~ Grant PUD/shop tours, safety training & practices; proper use/familiarization of shop equipment, PPE, proper marking of active work zones, overhead crane use/training, proper rigging/training; stay compliant with ~~distriet~~ Grant PUD provided online training, 1st aid training, attendance & engagement with department safety meetings.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

(X) Supervised field trips

(X) Sponsor approved training seminars (specify) **as approved by the Committee JATC.**

(X) Sponsor approved online or distance learning courses (specify) **as approved by the Committee JATC.**

(X) State Community/Technical college

(X) Private Technical/Vocational college

(X) Sponsor Provided (lab/classroom)

(X) Other (specify):

Community college courses, Camp Rilea or other similar training opportunities, when available.

C. Additional Information:

1. **The ~~Apprenticeship Committee~~ JATC recommends that courses for apprentices be limited to those who are actually apprentices in accordance with these Standards or who have the qualifications of a journey-level worker in the classifications covered by these Standards.**
2. **The course outlines approved by the ~~Apprenticeship Committee~~ JATC shall be used in related classroom instruction.**

X. **ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

3. Sponsor Procedures:

a. **Apprentices shall work subject to the same working rules and conditions as a journey-level worker and shall work under the supervision of a journey-level worker. For the purpose of these rules, a foreman shall be considered as journey-level worker.**

~~b. The District will designate a Training Coordinator who will work with the Apprenticeship Committee in developing this apprenticeship program and will serve as a consultant at all meetings of the Apprenticeship Committee. He/she will administer the program.~~

b. Grant PUD designates the A&WDPM who will work closely with the JATC on the apprenticeship program elements. They will sustain, coordinate, and implement apprenticeship program training efforts that meet state and federal requirements in alignment with Grant PUD's workforce development goals. Additionally, they will coordinate the JATC's meetings, prepare agendas and maintain accurate meeting minutes, including any necessary communication, follow up, or action items. They will also record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or L&I upon request.

~~c. The Apprenticeship Committee shall work toward the end, so that apprentices shall continue their training once they have started.~~

~~b. c.~~ **Each apprentice shall maintain a shop record in which he/she shall list daily, the number of hours worked on each work process. ~~Where~~ If there is not free time after the crew comes in to make out this record on during the apprentices regular scheduled workday to record these hours, the District's time, it will be done on his/her own time without compensation.**

This record shall be verified by the supervisor or foreman and shall be submitted to the ~~supervisor of training~~ A&WDPM monthly. Each apprentice shall submit this record to the ~~supervisor of training~~ A&WDPM by the last scheduled workday of the first full week in the new month. Failure to submit ~~by~~ within this timeframe may result in an extension of hours added to the end of the term of the apprenticeship equal to the number of hours not ~~timely~~ submitted timely. The supervisor ~~or foreman~~ responsible for the apprentice shall ~~submit~~ collect a written ~~progress report~~ performance appraisals from craft journeymen covering each six months' work and submit it within ~~30~~ 15 days ~~prior to~~ of the end of that period ~~to the A&WDPM~~. The ~~training coordinator~~ A&WDPM shall maintain a cumulative record of each apprentice showing his/her progress in acquiring knowledge of the various manipulative skills in the training, together with such other information as may be necessary to provide an adequate apprenticeship record. ~~The Apprenticeship Committee may recommend the form of reports of apprentices to show progress in the trade and in related instruction.~~ The JATC will utilize apprentice's records to evaluate progress made in the trade and related instruction.

e- d. Periodic Examinations:

- 1) An examination covering the field progress of apprentices will be given ~~as determined by the Apprenticeship Committee, but not more frequently than once each six months. The time taken for such examination will be credited against related class work. every six months. The time taken for such examination will be credited towards related class work.~~
- 2) ~~If the training coordinator finds that an apprentice shows a lack of interest or does not have the ability to become a competent craftsman, he/she should place all of the facts of the case before the Apprenticeship Committee. The Apprenticeship Committee shall investigate and report its decisions to the District and the Union. If the A&WDPM becomes aware that an apprentice shows a lack of interest or does not have the ability to become a competent craftsman, he/she should place all of the facts of the case before the JATC. . He/she should also propose a course of action for follow-up, which may include immediate evaluation, meeting with others who work with the apprentice, follow-up at a future JATC meeting and other measures as applicable. The JATC shall investigate and report its planned course of action to Grant PUD and the Union.~~
- 3) The apprentice should be authorized to take the Union's journey-level examination upon approval of his/her certificate of completion of apprenticeship. ~~It is recommended that this~~ This examination will not be given before that date.

f- e. Apprenticeship Agreement:

Prior to registration, the apprentice shall be advised of the conditions of apprenticeship; whereupon, the apprentice shall be required to sign an Agreement, which shall also be signed by the employer or the employer's agent, approved by the ~~local Apprenticeship Committee~~ JATC and forwarded to the Washington State Apprenticeship and Training Council for registration.

g- f. First Aid Training:

h- g. Class A CDL License:

~~For~~ Power System Electricians, Hydro Mechanics, Hydro Electricians, Lineman, and Fleet Service Technician apprentices shall acquire during their apprenticeship and maintain during their term of apprenticeship, a class A CDL License.

i. h. Previous Apprentice Experience:

Any apprentice may be allowed credit ~~for~~ towards the term of apprenticeship for their previous experience on the recommendation of the ~~Apprenticeship Committee~~ JATC and approval of the ~~District Grant PUD~~ and the Union. Standards for determining credit for previous experience shall be established by the ~~Apprenticeship Committee~~ JATC. Credit shall be based on the merits of each individual case.

A request for credit and evidence of applicable experience must be provided by the apprentice. The request will be checked by the personnel office for accuracy and evaluated by the ~~Apprenticeship Committee~~ JATC. The request will include:

- 1) A detailed resume governing past work experience describing the assignments done and the responsibilities involved in each assignment.
- 2) A transcript of school grades (including high school, trade school, college, etc.)
- 3) Letters of recommendation from the apprentice's fellow journey-level workers, foremen, and supervisor.
- 4) Any other information the apprentice feels will assist the ~~Apprenticeship Committee~~ JATC in making proper evaluation.

Credit for previous experience will only be considered during the first year of a person's apprenticeship program.

j. i. Apprenticeship Committee meetings:

~~Alternates: Alternates may attend the Apprenticeship Committee meeting at the request of an absent member and shall retain all rights and privileges of the absent member. Normally a union member will substitute for a union member on the committee and a management person will substitute for a management member on the committee.~~

The JATC must convene meetings a minimum of three times per year. During JATC meetings, alternates may attend at the request of an absent member and shall retain all rights and privileges of the absent member. A union member will substitute for a union member and a management member will substitute for a management member for the JATC meeting.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

c. The employer representatives shall be: (Grant County Public Utility District)

~~Mindy Johnston~~ Corey Abell
P.O. Box 878
Ephrata, WA 98823