

**For L&I Staff Use Only**

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*Teri Gardner 8-29-24*

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Apprenticeship Section  
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# Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council

FROM: Puget Sound Energy Apprenticeship Committee, #83

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	08/27/2024		
Print Name: Troy Nutter, Manager, Operational Training		Print Name:	
Signature: <i>Troy W. Nutter</i>		Signature:	

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

*Attach additional sheets if necessary*

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**I. Geographic Area Covered:**

All service and operational areas of the Company in the State of Washington with corporate headquarters located in Bellevue, Washington, including the following counties: Cowlitz, Island (excluding the San Juan Islands), King (excluding the city of Seattle), Kitsap, Kittitas, Klickitat, Pierce (excluding the city of Tacoma), Skagit, Thurston, and Whatcom.

**II. Minimum Qualifications:**

Education: ~~Applicant must have a high school diploma or GED~~ be a high school graduate or equivalent. Proof of successful completion is required.

Applicant must have completed one full year of high school algebra or equivalent post ~~High School~~ high school algebra course, and be able to provide documentation or certification of grade of "C" or better. A high school or post-secondary school transcript is required.

~~Applicant must have successfully passed an approved basic electricity course and be able to provide documentation or certification by time of appointment (approved course list is available upon request, posted on the PSE website and included with the application).~~

Physical: Applicant must be able to meet the physical requirements of the trade with or without reasonable accommodation.

Testing: ~~Applicant must have successfully satisfied pre-qualification requirements, NJATC (level 4 or higher), at the discretion of the JATC.~~ Applicant must take the Electrical Training ALLIANCE Aptitude Test and obtain a minimum score of four (4) or higher. The JATC reserves the right to adjust this qualifying score to a four (4) or above, per section III.A.6.a.

Other: Must be able to meet and maintain the employment requirements of Puget Sound Energy.

Applicant must possess a valid driver's license at the time of application. A Washington State driver's license is required within 30 days of employment.

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

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

**A. Selection Procedures:**

The Puget Sound Energy JATC recognizes that equal employment opportunity begins with outreach to all individuals within the program's geographic area and a continuing review of our processes to ensure equal employment opportunity while maintaining the necessary safety and skill standards based on requirements of each occupation.

To promote success in the apprenticeship programs, the entry-level jobs defined as Pathway to Apprenticeship positions are considered preparation and training to enhance skills and abilities and are designed to provide opportunities to gain and deepen understanding of the occupational requirements and commitments of apprenticeship.

1. An electronic apprenticeship program application is available periodically via the Puget Sound Energy website at <https://jobs.pse.com>. The website allows users to set alerts to receive notifications as positions become available. Recruitment periods are announced thirty days in advance of application acceptance. Application acceptance window will be 30 days. Email completed materials to [PSEApprenticeship@pse.com](mailto:PSEApprenticeship@pse.com).
2. Individuals who make a request to apply will be emailed an overview of the program and process, a list of required documents, and an official application form.
3. Applicants must indicate which pathway apprenticeship position(s) they are planning to apply for. PSE apprenticeship pathways align with the following occupations: Combustion Turbine Specialist, Hydro Electrician, Hydro Mechanic, Meterman, and Wiremen.
4. Completed application and all required documents must be submitted within two weeks of the application window closing. Failure to do so will render the applicant disqualified and no further processing will occur. The application will be considered void and the applicant will receive a written notice of rejection – refer to WAC-296-05-427.
5. Applicants who return the application and all required documents will receive a notice to appear to take the Electrical Training ALLIANCE aptitude test covering algebra and functions, and reading comprehension.
6. Applicants who pass the Electrical Training ALLIANCE test with a score of 4 or above will be invited to interview for the pathway position selected and must sign up for a date and time slot. Failure to sign up will render the applicant disqualified and no further processing will occur. The application will be considered void and the applicant will receive a written notice of rejection - See WAC-296-05-427.
  - a. The JATC reserves the right to adjust the required minimum score for each pool refresh cycle based on factors such as the expected size of the applicant pool or trends in apprenticeship performance.
  - b. Any adjustments will be determined prior to the commencement of the application process and will be clearly communicated to all applicants.
7. In-person interviews are conducted by panels comprised of Puget Sound Energy employees, both management and represented. Questions for the interview and for purposes of evaluation will be on topics such as: work experience, problem-solving abilities, motivation, ambition and willingness to accept direction. All applicants will be asked the same questions.

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**8. Applicants will be placed on a ranked list in descending order based on a combined score with a maximum of 100 points. A score represents the combination of the Electrical Training ALLIANCE aptitude test (20%) and the in-person interview (80%).**

**9. Selection to Pathway to Apprenticeship Positions**

**When a Pathway to Apprenticeship position is available, the top three applicants from the ranked pool will be referred to the business unit for an interview. After selection for a Pathway to Apprenticeship job, and prior to employment, the applicant must meet the employment requirements of Puget Sound Energy. When more than one opening exists, the formula 'N+2', where N is the number of openings, will be used for the number of applicants referred.**

**10. Bidding to Apprenticeship Positions**

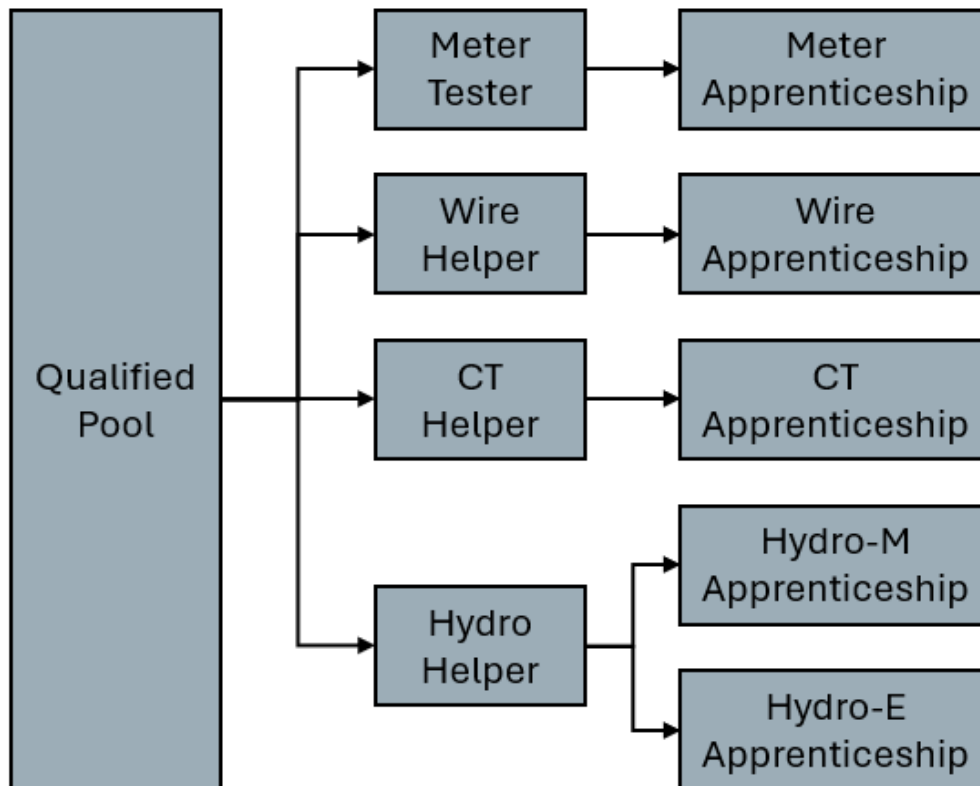
**Pathway to Apprenticeship employees can expect to remain in the program for an estimated six months to three years, depending on departmental labor needs. Upon completion of all Pathway to Apprenticeship occupation-specific tasks, a basic electricity test, and obtaining Local Joint Apprenticeship Training Committee (also referred to as LJATC, Local JATC or LJATC subcommittee throughout these standards) approval, employees are eligible to bid on apprenticeship openings pursuant to the terms of the Collective Bargaining Agreement between the Company and the Union.**

**Should there be no Pathway to Apprenticeship or other qualified internal candidates available to bid apprenticeship positions, apprenticeship positions would then be filled by appointment from the qualified pool with the top three candidates being referred to the business unit. When more than one opening exists, the formula 'N+2', where N is the number of openings, will be used for the number of candidates referred.**

**11. Career Progression**

**The pathways illustrated below are considered the normal progression in the occupations shown. The specifics of the bid process into apprenticeship openings and progression in the pathways are governed by the terms of the Collective Bargaining Agreement between the Company and the Union.**

## Occupational Career Progression



B. Equal Employment Opportunity Plan:

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

**All employees, applicants for employment, and others are hereby informed that this Sponsor is an Equal Opportunity Employer. All employees, both management and non-management, are fully apprised of the Sponsor's official policy on Equal Employment Opportunity.**

**Responsible management will not unlawfully discriminate in recruiting, hiring, compensating, promoting, transferring, training, downgrading, terminating, laying off, or recalling any person based on race, religion, creed, color, national origin, age, sex, sexual orientation, gender identity, marital status, Veteran or military status, the presence of a disability, pregnancy, genetics/genetic markers, actual or perceived victims of domestic violence, sexual assault, or stalking or any other characteristic protected by law.**

- 1. Engage with Apprenticeship Prep Programs that recruit minorities and women, aimed at preparing students for apprenticeship.**
- 2. Distribute information about Puget Sound Energy apprenticeship opportunities to local vocational or technical schools, colleges, employment service offices, and community organizations and outreach programs that effectively reach women and minorities. This information will include details about application resources and the minimum required qualifications.**
- 3. Participate in workshops and career fairs conducted by secondary and post-secondary schools, community-based organizations, and other entities designed to increase public awareness of current apprenticeship opportunities. These efforts will familiarize potential applicants, including minorities and women, with the nature of the Puget Sound Energy apprenticeship program, admission requirements, and application resources.**
- 4. Include women and minority journey-level workers and apprentices in outreach efforts whenever possible.**
- 5. Actively partner with programs and entities such as local Washington State Community and Technical Colleges, Urban League, Center for Energy Workforce Development, PSE's Energy Equity Program, IBEW's Empower DEI, military veteran organizations, and Nations and Tribes of Washington State. These partnerships aim to increase the participation of women and minorities in our apprenticeship program.**
- 6. Regularly identify barriers to entry for women and minorities by conducting interviews, surveys, and outreach calls. This data-driven approach will be used to continually update and enhance outreach strategies and application processes.**

#### **IV. Term of Apprenticeship:**

~~The term of apprenticeship for wire, combustion turbine, hydro mechanic, and hydro electrician apprentices shall not be less than 8000 hours of reasonably continuous employment. The term of apprenticeship for meter apprentices shall not be less than 6000 hours of reasonably continuous employment.~~

- A. The term of apprenticeship for Combustion Turbine Specialist, Hydro Electrician, Hydro Mechanic, and Wireman shall not be less than 8000 hours of reasonably continuous employment.**
- B. The term of apprenticeship for Meterman shall not be less than 6000 hours of reasonably continuous employment.**

#### **V. Initial Probationary Period:**

- B.

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**The initial probationary period shall be 1,000 hours of reasonably continuous employment as an apprentice.**

## **VII. Apprentice Wages and Wage Progression:**

### C. Wage Progression Schedules

#### **A. ~~6000 Hour Apprenticeships~~**

##### **1. Meterman:**

#### **B. ~~8000 Hour Apprenticeships~~**

##### **2. Combustion Turbine Specialist, Hydro Electrician, Hydro Mechanic, and Wireman:**

## **IX. Related/Supplemental Instruction:**

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

Sponsor approved training seminars (specify)

**Classes on new equipment/tools provided by vendors or manufacturers.**

## **X. Administrative/Disciplinary Procedures:**

A. Administrative Procedures:

3. Sponsor Procedures:

- a. Each apprentice will maintain a complete and accurate record of hours worked based on work processes and report the same monthly OJT hours to the Apprenticeship Coordinator on forms provided using the "ServiceNow" system by the 5<sup>th</sup> of the following month. The apprentices report form Apprentice hours must be verified and signed approved by the apprentice's journey worker and supervisor. The apprenticeship coordinator Apprenticeship Coordinator will monitor submissions using the OJT Dashboard to ensure see that cumulative records are maintained and summary quarterly reports are provided timely for the JATC to review at each of their committee meetings on a regular basis. The JATC will review reports on a regular basis, at least quarterly.

Performance evaluations will be done on a regular basis on forms provided and completed by the journey worker or instructor, reviewed and commented on by the supervisor and LJATC and then sent to the apprenticeship coordinator Apprenticeship Coordinator.

- b. Apprentices are encouraged to ~~take up~~ address all individual suggestions, recommendations, or minor training-related grievance(s) with

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their Apprenticeship Coordinator and the LJATC subcommittee. On all questions or issues outside of other than apprenticeship training, normal company procedure under its Collective Bargaining Agreement and Company Policy will apply.

~~e. This agreement may be terminated by the Company or the Union as to any future program of training of new personnel after giving the party ninety (90) days written notice of election to do so. This right shall not in any way involved the completion of training of those apprentices then in training.~~

c. All apprentices incurring time loss due to illness or injury will be required to make-up all lost hours when the time loss is:

More than 174 hours in any period.

More than 260 hours in any 2 adjacent periods.

More than 522 hours in a 3-year apprenticeship.

More than 696 hours in a 4-year apprenticeship.

Upon completion of make-up hours, any seniority lost by the absence will be restored. Absences of lesser duration which affect the apprentice's progress may extend the apprenticeship if deemed necessary by the JATC.

d. Apprentice school attendance is mandatory. The only excused absences will be for illness or emergency. Emergencies are situations or occurrences of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. Failure to attend school may result in disciplinary action being issued to the apprentice. Disciplinary action may include, but is not limited to, a written warning, suspension of apprenticeship, withholding of a wage increase or cancellation of apprenticeship.

One ~~excused~~ unexcused absence will result in the rate of pay being frozen until the school work is made up. The apprentice must meet with the Local JATC to discuss the reason for the absence.

Two unexcused absences, within one school year, will result in the rate of pay being frozen until such time as the ~~school work~~ schoolwork is made up. The apprentice will meet the JATC and show cause why they should not be removed from the program.

Apprentices missing school due to illness or emergency must notify the apprenticeship coordinator, their supervisor and the instructor as soon as possible.

In cases where an apprentice has multiple excused absences (two or more) or goes on company-approved leave that impacts RSI progress, the apprentice may, at the discretion of the RSI instructor, be afforded an individual learning plan. This plan, designed to help the apprentice make up missed work and regain satisfactory progress, must be approved by the JATC.



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- e. Wire apprentices must successfully complete Apprentice Climbing school prior to starting their third (3rd) period of apprenticeship with a passing score based on testing and instructor evaluation.
- f. Role of Local Joint Apprenticeship Training Committee (LJATC):

~~The LJATC's are to provide~~ LJATC is responsible for providing local oversight of apprentice's in their workgroups on a regular basis through the review of training hours, performance evaluations, mentoring opportunities and ~~review of~~ training opportunities. The LJATC should work with local supervision to ~~accommodate meeting~~ address any training gaps, including coordinating ~~through~~ rope opportunities if necessary. The LJATC should be the apprentices' first resource after the journey worker ~~with for~~ any training concerns or unresolved questions that remain unanswered. ~~LJATC's cannot implement disciplinary action, but can recommend the same to the JATC.~~ While the LJATC cannot implement disciplinary action, it can recommend such actions to the JATC.

- g. Termination of Future Training Programs:

- i. Right to Terminate: Either the Company or the Union may terminate these standards with respect to future apprenticeships.
- ii. Notice Requirement: The party electing to terminate must provide written notice of such election to the other party at least ninety (90) days prior to the effective date of termination.
- iii. Protection of Current Apprentices: Notwithstanding any termination under this clause, all apprentices enrolled in a training program at the time of the termination notice shall be permitted to complete their training as originally agreed upon.
- iv. Scope of Termination: This termination right applies solely to future apprenticeships and shall not affect any other provisions of these standards.

B. Disciplinary Procedures:

3. Sponsor Disciplinary Procedures:

~~(insert text)~~

- a. Unsatisfactory Progress – A period during which the apprentice's progress is deemed not satisfactory due to deficiencies in RSI performance, work performance, or OJT reporting.
  - i. An apprentice demonstrating unsatisfactory performance will be required to meet with the Apprenticeship Coordinator to discuss problem areas. This meeting aims to document all issues and relevant facts.

- ii. Issues of unsatisfactory progress may be identified either by the Apprenticeship Coordinator or directly by the LJATC. In either case, the matter will be added to the LJATC's agenda. The apprentice must attend the next LJATC meeting to develop a tailored plan with recommendations for improvement. The Apprenticeship Coordinator will be informed and involved in the process to ensure a coordinated approach.
  - iii. Following the meeting with the LJATC, the apprentice is required to adhere to the recommendations set forth by the LJATC. This includes demonstrating satisfactory progress in RSI classes, completing OJT tasks, and submitting OJT hours as stipulated. Additionally, the apprentice is expected to maintain acceptable standards in performance evaluations. The apprentice will receive written notification from the Apprenticeship Coordinator detailing their Unsatisfactory Progress status along with a clearly outlined individual plan that they are obliged to follow.
  - iv. Upon the LJATC's determination that an apprentice's progress is unsatisfactory, the Apprenticeship Coordinator will draft a 20-day advance notice. This notice will inform the apprentice of the need to appear before the JATC to discuss potential disciplinary actions, including the possibility of being placed on Disciplinary Probation. The Apprenticeship Coordinator will confer with the JATC Chair to decide the timing of this meeting, determining whether it should occur during the regular quarterly meeting or if a special convening is warranted. Additionally, if the apprentice is delinquent in submitting accurate OJT hours, they shall have 30 days to submit past OJT hours.
  - v. This period concludes when the LJATC confirms that the apprentice has rectified the identified deficiencies and no further action by the JATC is deemed necessary. If the situation has not escalated to a level requiring JATC intervention, the LJATC will make the final determination on the resolution of the Unsatisfactory Progress status. The apprentice will receive written notification of this decision.
- b. Disciplinary Probation – A phase initiated when an apprentice's progress continues to remain unsatisfactory, or their conduct is deemed unacceptable.**
- i. The apprentice will receive a 20-Day Notice of intended disciplinary action as per Section X.B.3.a of these Standards. Attendance at the next regular JATC meeting is mandatory to review their status. The JATC Chair may call a special disciplinary meeting if necessary.
  - ii. The apprentice must continue to attend and make satisfactory progress in RSI classes during Disciplinary Probation. Specific requirements will depend on the nature of the probation:
    - (a) RSI-Related Probation: The apprentice has 30 days to formulate a JATC approved plan to achieve good standing in RSI, including making up missed lessons and passing any failed quizzes or tests. The apprentice may be directed to repeat any class, quarter or RSI

- school year they failed to complete satisfactorily. If the apprentice has multiple excused absences or has taken leave impacting their RSI progress, the JATC may reference the individual learning plan developed under Section X.A.3.e.
- (b) OJT Task-Related Probation: The LJATC will monitor and ensure appropriate support or mentoring for OJT task completion.
- (c) OJT Hour Reporting: The apprentice has 30 days to update all OJT hours.
- (d) Repeated Probation: A second assignment of Disciplinary Probation by the JATC may be grounds for canceling the apprenticeship agreement.
- iii. The process to conclude Disciplinary Probation involves a recommendation from the LJATC. Once the LJATC determines that the apprentice has corrected the deficiencies, they will recommend to the JATC that the Disciplinary Probation be removed. The JATC will then vote on this matter. The apprentice will be informed in writing of the JATC's decision regarding the termination of their Disciplinary Probation.
- c. Suspension – A temporary interruption in the progress of an individual's apprenticeship program. In the event it is suspension resulting from disciplinary action by the JATC, the suspension may result in the cancellation of the Apprenticeship Agreement.
- i. An apprentice may request a Voluntary Suspension of their program, subject to review and approval by the JATC on a case-by-case basis. This may include situations such as prolonged company-approved leave (e.g., FMLA, LOA, Military).
- ii. Eligible employees with a qualifying reason may be entitled to leave under the Company's leave and accommodation program. Taking an approved leave for medical purposes may result in a Medical Suspension from the apprenticeship program. The responsibility for determining eligibility for Medical Suspension will be entrusted to HR, specifically the Leaves and Accommodation Program Manager or the appropriate designee. This process ensures compliance with HIPAA, leave laws, and other privacy laws. The JATC will serve as the formal body for approving the suspension and overseeing the apprentice's return based on HR's assessment and recommendation; however, the JATC will not have access to any medical documentation for the individual seeking such leave. The apprentice is required to provide necessary medical documentation directly to HR. The JATC's role will be to ensure that all procedures are followed and that the apprentice is informed of their suspension status and any conditions required for reinstatement.
- iii. During both Voluntary and Medical Suspensions, it is essential to provide appropriate support and resources to the apprentices. This support can

include direction to counseling services, regular communication about their status, and assistance with the transition back into the program.

- d. Cancellation - Refers to the termination of an apprenticeship agreement at the request of the apprentice or by decision of the JATC after due notice. The apprentice will be sent a 20-day advance notice to appear for possible disciplinary action up to and including cancellation of the apprenticeship agreement. This notice will include the reasons for possible cancellation and references to elements of the standards the apprentice has violated.**
- i. Termination of employment for performance issues unrelated to training will result in the automatic cancellation of the apprenticeship agreement. The apprentice will be notified in writing, and the appeal process for non-training-related terminations will follow the procedures outlined in the Collective Bargaining Agreement.**
  - ii. In the event of cancellation of an apprenticeship agreement for training-related reasons, the former apprentice shall not be eligible to re-enter the program through reapplication alone. Should the former apprentice wish to re-enter the program, they must submit a formal request for re-entry to the JATC, accompanied by their application.**
  - iii. The JATC shall review the request for re-entry, affording the former apprentice the opportunity to present their case and submit any pertinent materials or testimony in support of their re-entry.**
  - iv. Upon thorough evaluation, the JATC shall deliberate and render a decision regarding the approval or denial of the re-entry request. Should the JATC deny the request, the application for re-entry shall be declined.**
  - v. The re-entry review process must be completed in a timely manner to ensure submission within the two-week deadline outlined in section III(A)4 for consideration in the current hiring cycle. If the process is not completed within this timeframe, the approval may be considered for subsequent cycles.**
- e. Definitions:**
- i. Unacceptable Conduct: Behavior deemed incompatible with the standards of the Apprenticeship Program by the Puget Sound Energy Apprenticeship Committee, including dishonesty (e.g., cheating, forgery, falsification of documents), and other serious breaches of conduct.**
  - ii. Unsatisfactory Progress – RSI: Defined as receiving less than the minimum required hours or failing to meet course progress standards (as per section X.A.3.d), which may include multiple test failures or course absences.**
  - iii. Unsatisfactory Progress – Work Performance: Exhibiting a concerning trend in performance evaluations, as determined by the LJATC.**

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- iv. Unsatisfactory Progress – OJT Reporting: Failing to submit OJT hours within the stipulated timeframe (more than 30 days delinquent) without an approved medical or Voluntary Suspension.**