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L&I Apprenticeship Consultant

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Apprenticeship Section
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Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council

FROM: Inland Northwest Chapter Associated General Contractors Carpenters AC #559

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	8.31.2023		
Print Name: Mike Ankney		Print Name:	
Signature:		Signature:	

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

Attach additional sheets if necessary

Cover page: Carpenter SOC# ~~47-2031.01~~ 47.2031.00

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

A. Selection Procedures:

~~10. The Training Director is authorized to pierce the Ranked Eligibility List in order to meet Equal Opportunity Employment requirements and/or Apprentice Utilization Requirements.~~

[Renumber as appropriate.]

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

(X) Sponsor approved training seminars (specify): Would include, but are not limited to: AGC Supervisory Training Program, AGC Project Management Training Seminars, Apprentice Anti-Harassment, OSHA 10, CPR/First Aid and various training courses approved by the Committee.

B. 160 Minimum RSI hours per the following [see WAC 296-05-015(6)]:

(X) Twelve-month period from date of registration.

(X) Defined twelve-month school year: October through September.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Delete all existing language under this Section and revise to read as follows.

A. Administrative Procedures:

3. Sponsor Procedures:

a. Administrative Procedures Apprentice Program Procedures:

1. The apprentice shall read Section X in its entirety and be thoroughly familiarized with its content and shall keep a copy for ready reference at all times. The apprentice is cautioned that the penalties are enforced and failure to read these approved procedures and related regulation will be no excuse.

- 2. Apprentices will be required to take drug tests. See Section X. B. Disciplinary Procedures and 3. Sponsor Disciplinary Procedures for details.**
- 3. There will be no discrimination during apprenticeship employment, including but not limited to, job assignment, promotion, layoff, cancellation, rates of pay, or other forms of compensation, or conditions of work.**
- 4. When notified that an employment referral is available, the apprentice shall respond to the referral and Training Director within 24 hours, and accept all job referrals within the 60-70 mile radius of their designated dispatch as detailed in Section I, Region I, II, III or IV. If the apprentice cannot respond to the referral in a timely manner, he/she may drop to the bottom of the referral list. The actual date of dispatch will be mutually agreed upon between the employer and the apprentice.**
- 5. All employed apprentices are subject to the same job performance requirements. Apprentices shall be informed of their work and related training obligations as stated in these standards.**
- 6. The apprentice must maintain their current address and contact information with the Apprenticeship Office and Committee.**
- 7. An apprentice must maintain a current valid driver license at all times.**
- 8. An apprentice must have adequate transportation to the job and Related Supplemental Instruction, (RSI).**
- 9. An apprentice must ensure timely payment of their annual tuition for Related Supplemental Instruction.**
- 10. All apprentices must procure prescribed tools as advancements occur.**
- 11. The hours of work, (OJT) for apprentices shall be the same hours as the Journey Level Carpenter.**
- 12. An apprentice shall not act as a Foreman. No apprentice shall act as or be a Contractor or Employer.**
- 13. High School Graduation or High School Equivalency will be required prior to completion of this Apprenticeship Program.**
- 14. It is the responsibility of each apprentice to maintain a monthly Work Progress Record, (WPR). The WPR is a record documenting all On the**

Job Training, (OJT) work experience hour totals performed by the apprentice in accordance with the appropriate classification schedule. Late WPRs are a violation of these standards. Late or no WPRs received provides no evidence to substantiate apprentice step increases and pay progression.

- a. WPR's shall be filled out in a proper, complete and legible manner.**
- b. The apprentice shall deliver the WPR by mail, in person or electronically to the Assistant Director by the 5th day of each month, whether working or not. The WPRs shall contain the apprentice (a) name, (b) classification, (c) employer, (d) month and year of WPR, and all OJT work hours performed. The WPR shall be signed by the apprentice's Journey Level Carpenter or appropriate employer representative.**
- c. Prior to each Committee meeting, the Training Director shall provide apprentice WPR and RSI records to the Committee for their assessment and apprentice change of status determinations. The Committee may request related information to validate these determinations.**

b. Related Supplemental Instruction Locations and Procedures:

- Eastern Washington: Classroom and lab training will take place at the Spokane Community College Apprenticeship and Training Center, or at the Inland Northwest Chapter Associated General Contractors, Spokane, WA. The INWC AGC Carpenter apprenticeship program has a strong presence in the Spokane community and as such, a portion of the hands-on training is completed via Community Service projects performed in conjunction with local service providers, i.e., Habitat for Humanity, Community Frameworks, Spokane Police Department, City of Spokane, SNAP and many others.**
- Central Washington: Classroom will take place at the Inland Northwest Associated General Contractors, Kennewick, WA. If lab is a required portion of instruction, the program may elect to hold that training at the Spokane, WA training facilities or partner with an Approved Training Agent offering appropriate facilities to perform the lab. The INWC AGC Carpenter apprenticeship program has a strong presence in the Tri-Cities Community and as such a portion of the hands-on training is completed via Community Service projects performed in conjunction with local service providers, i.e., Habitat for Humanity, Boys and Girls Clubs and others.**

- **Western Washington:** Classroom and lab training will take place at the Inland Northwest Associated General Contractors Apprenticeship Office, Bellingham, WA. The INWC AGC Carpenter apprenticeship program has a strong presence in the Bellingham community and as such, a portion of the hands-on training is completed via Community Service projects performed in conjunction with local service providers.

Due to the portability of the apprenticeship program curriculum, some courses may be made available in other locations than those stated above. For example, if a large training agent has several apprentices in need of training, we have the capability to take certain training modules to them. This will be worked out on a case by-case basis.

- c. **Travel Policies for Apprentices per RSI Training locations:** The Apprenticeship Program will make every effort to offer its training programs around the entire State to better accommodate the apprentice needs. Due to the heavy hands-on lab requirements some training will be held at the Spokane facilities. If an apprentice is required to travel more than fifty miles for training or disciplinary procedures, they will be accommodated as follows:

- **Lodging** – will be arranged and paid for by the program at a local hotel. Apprentices may be required to share rooms, maximum of 2 apprentices per room. Occupants must be of same gender.
- **Food** – breakfast and lunch will be provided for ALL Apprentices attending training. Those apprentices that are required to travel will be given a stipend of \$20.00 a day for dinner.
- **Mileage** – mileage will be reimbursed at the current Federal allowed rate.

1. All apprentices and their employers will be appropriately notified of required Related Supplemental Instruction, (RSI) class location, dates and times. Employers shall release apprentices from On the Job Training, (OJT), commitments to participate in RSI. If an apprentice is unable to participate in RSI, the apprentice shall contact the Training Director and Instructor before RSI begins and inform him/her of specific reason(s) for nonattendance. If the absence is excused, the apprentice and employer shall develop and implement a makeup plan of missed RSI classes, with the approval of the Training Director and Instructor.

2. Each apprentice shall be required to exercise the same diligence in RSI classroom work as he/she does during On the Job Training. The determination by the Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade RSI instruction as well as On the Job Training development.
 3. Classroom Instructors shall keep an attendance record for each apprentice's actual class hours. All records shall note tardiness and early departures. A written Evaluation of apprentice progress from the employer and the RSI Instructor shall be submitted to the Committee before an apprentice is upgraded.
 4. Safety: there will be no tolerance for unsafe conditions, improper use of hazardous materials or dangerous tools and equipment.
 5. All equipment and tools shall be maintained in a safe condition and used only for their intended purpose. All students must wear required personal protective equipment when working with tools or materials where it is required. Anyone not adhering to this policy will be asked to leave the class and will be marked absent from class.
 6. Possession, consumption and/or sale of controlled substances, alcohol or firearms during RSI class hours on training facility property and facility parking areas will result in disciplinary action, suspension, and/or cancellation by the Committee.
 7. Physical/verbal abuse, harassment or insubordination of any type toward staff, fellow classmates and/or the instructor will not be tolerated and will result in disciplinary action, suspension and/or cancellation by the Committee.
- d. **Committee Procedures:**
1. The Training Director oversees the day-to-day operations of the program under the direction of the Committee.
 2. A master record of each apprentice's On the Job Training and Related Supplemental Instruction shall be kept by the Training Director and Office Administration. This information is to be furnished by the employer, the apprentice and the program administrators. The master records and all dates pertaining to the apprenticeship shall be maintained for record keeping purposes up to five years beyond the final disposition of the apprentice. These records shall be provided to the department upon their request.

3. **Prior to each Committee meeting, the Training Director shall provide apprentice WPR and RSI records to the Committee for their assessment and apprentice change of status determinations. The Committee may request related information to validate these determinations.**
 4. **All current Committee members shall be actively participating in the industry as an employer, supervisor, or employee.**
 5. **The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every pay scale.**
 6. **The Committee may and at any time, rotate an apprentice who is not receiving proper training or for any reason they feel will benefit the apprentice.**
 7. **The apprentices, regardless of wages received, shall be as such until he/she has met all On The Job Training and Related Supplemental Instruction requirements, passed the required examinations, and has been reclassified as a Journey Level Worker as approved by the Committee.**
 8. **In the case of dissatisfaction between the apprentice and employer, either has the right and privilege to appeal to the Committee for such action and adjustment of such matters as stated in these Standards.**
 9. **A majority vote of the Committee shall be final in all matters pertaining to training not in conflict with state and federal law or regulations.**
- e. **Youth and Minor Employment Procedures:**

Special conditions for employing minors.

- (a) **Youth apprentices will:**
 - **Successfully complete the Training Agents' safety training program.**
 - **Wear all required Personal Protective Equipment (PPE) as provided by the Employer.**
 - **Only use tools and perform tasks for which they have been trained, certified, or licensed.**
- (b) **The Committee in coordination with Labor & Industries Youth Employment Specialist, will ensure any Training Agent wishing to employ a minor is in compliance with all applicable teen worker**

laws and rules contained in chapter 49.12 RCW and chapter 296-125 WAC. This includes, but may not be limited to;

- Minor Work Permits
- Student Learner Exemption Minor Work Variances
- Parent-School Authorization forms
- Labor & Industries Youth Employment Specialist approval of all motorized/powered tools and equipment that apprentices may use
- Maintaining documented proof of student age on file

Reasonably consistent employment for minors and minor work hours is 20 hours, (or 28 hours with approved optional special variance), during a school week per defined school year. Reference LNI Teen Worker, <https://app.leg.wa.gov/wac/default.aspx?cite=296-125>

B. Disciplinary Procedures:

3. Sponsor Disciplinary Procedures:

- 1) Disciplinary problems may first be handled by the Training Director. If the Director deems appropriate, the matter may be referred to the Committee for action.

- 2) Apprentices will be required to take drug tests:

All registered apprentices will sign a waiver agreeing to provide the results of all employer administered substance abuse tests. Results shall be furnished to the training program Training Director.

Failure of a substance test will result in disciplinary action and/or cancellation from the apprenticeship program. The standard for a negative test is based off of a cut-off level system designed and regulated by the Department of Health and Human Services (DHHS). Refusal or inability to take a drug test shall be considered a failure.

Disciplinary Action:

First offense: 30 days of non-eligibility for Out-Of-Work list registration. In addition, apprentice will not be eligible for dispatch until he/she appears before the Committee, at one of their regular scheduled meetings, and provides confirmation of a "clean" substance abuse test that the apprentice has paid for. Test must be conducted by the Committee approved laboratory.

Second offense: Cancellation from the Apprenticeship Program.

- 3) During the Initial Probationary Period, apprentices who fail to attend scheduled RSI classes may be cancelled from the apprenticeship program.**
- 4) Apprentices who have missed Related Supplemental Instruction, as outlined in these Standards, will not be eligible for employment until this requirement is satisfied.**
- 5) Failure to show regular attendance at Related Supplemental Instruction classes will be deemed sufficient cause for the Committee to cancel the apprentice from the entire training program. Appearing late or leaving early, as reported by the training Instructor, is an absence. More than 2 unexcused absences from class during each quarter may be deemed cause for suspension from work and school until meeting with the Committee. The non-probationary apprentice will be sent a 20 -day notification letter advising them of the requirement to attend the next regularly scheduled Committee meeting and why their attendance is mandatory. Failure to attend the Committee meeting could result in the immediate cancellation of the apprenticeship agreement. The apprentice will also be required to sign a document stating that they understand the consequences of another unexcused absence. Four (4) unexcused absences from class during the school year may be deemed cause by the Committee to cancel the apprenticeship agreement.**

Two (2) tardies to class is equal to one (1) absence.

Excused absences may be allowed for:

- (a) Illness of apprentice.**
 - (b) Trips or vacations, by prior approval of the Committee and/or Training Director.**
 - (c) Death of immediate family member.**
 - (d) Any other reasons deemed appropriate by the Committee.**
- 6) Each apprentice who's late in turning in his/her WPR will have the following penalties imposed:**
- a. First Offense; up to 30 days actual work delay in his/her next advancement.**
 - b. Second Offense: Up to 60 days actual work delay in his/her work advancement.**
 - c. Third Offense: Cause for cancellation the apprenticeship agreement.**
- 7) An apprentice may be discharged from a contractor's employ for**

unsatisfactory work, improper conduct, indifference to the rules and regulations, or insubordination. The Committee and/or its designate shall notify the apprentice of any violations of these obligations and shall summon the apprentice to appear before the Committee for review. Should circumstances warrant, the Committee may cancel the apprentice's agreement in conformance with WAC 296-05.

- 8) If an apprentice is fired for cause or quits (after their initial probationary period), the Training Director must be notified immediately of these circumstances and possible resolution. The apprentice will not be re-dispatched until he/she appears before the Committee or its designee and is subsequently released by the Committee or its designee as eligible for work.**
- 10) An apprentice who has been issued a refuse to rehire notice will be interviewed by the Training Director, who will review the circumstances and outline corrective steps leading to successful employment. A second refusal to rehire may require the apprentice to appear before the committee for disciplinary action.**
- 11) Apprentices who refuse work assignments are subject to disciplinary action that may include cancellation of his/her apprenticeship agreement.**
- 12) Extended periods of apprentice unemployment will be construed as an unfulfilled training requirement and the Committee may place the apprentice in suspension until employment is resumed. The Committee shall review all "Suspended" apprentices on a quarterly basis to determine if continued suspension is reasonable, or end suspension and activate registration, or cancel the apprenticeship agreement with appropriate due Notice.**
- 13) All other apprentice Disciplinary action procedures are as follows;**
 - a. First Infraction: Apprentice receives a written and/or verbal warning to include list of violations.**
 - b. Second Infraction: Appearance before the Apprenticeship Committee by the apprentice to justify why advancement should not be denied, his/her apprenticeship agreement should not be cancelled or other disciplinary actions being contemplated by the Apprenticeship Committee.**
 - c. Third Infraction: Cause for cancellation of the apprenticeship agreement, with due Notice sent to the apprentice and employer.**
- 14) Should the Committee find reason to suspend or cancel an apprenticeship agreement, the apprentice shall be notified and summoned 20 days in advance of the next committee meeting, in writing**

specifying the reason(s) for suspension and/or cancellation, to include Apprentice Appeal procedures, per WAC 296-05.

- 15) If the apprentice fails to appear before the Committee after due notice, disciplinary action may be invoked without a hearing.**
- 16) Individuals who are cancelled from the program for cause are prohibited from reapplying to the program for a period of twelve (12) months from the date of their cancellation.**
- 17) Travel Policies for Apprentices for Disciplinary Procedures:**
The Apprenticeship Program will make every effort to conduct in person disciplinary hearings around the entire State to better accommodate the needs of its apprentices. If an apprentice is required to travel more than fifty miles for disciplinary procedures, they will be accommodated as follows:
 - Lodging – If an overnight stay is required lodging will be arranged and paid for by the program at a local hotel. Apprentices may be required to share rooms, maximum of 2 apprentices per room. Occupants must be of same gender.**
 - Food – If necessary, breakfast and lunch will be provided for apprentices who have to travel more than 50 miles to attend a disciplinary hearing. Those apprentices that are required to travel will be given a stipend of \$20.00 a day for dinner.**
 - Mileage – mileage will be reimbursed at the current Federal allowed rate.**