

**For L&I Staff Use Only**

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## Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council

FROM: **SPOKANE HEAT AND FROST INSULATORS AND ALLIED WORKERS APPRENTICESHIP  
COMMITTEE #272**

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 checked="" type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	08/23/2023		08/23/2023
Print Name: Andrew Richman		Print Name: Ryan Clark	
Signature: <i>Andrew Richman</i>		Signature: <i>Ryan Clark</i>	

Approved By:

**Washington State Apprenticeship & Training Council**

Signature of Secretary of the WSATC:

Date:

Attach additional sheets if necessary

## **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

### **B. Disciplinary Procedures**

#### **3. Sponsor Disciplinary Procedures:**

[Please delete in its entirety and replace with the following language.]

### **PENALTY POINTS SYSTEM**

- a. Points will be accrued during the apprentice's tenure in the program for class and work-related infractions as described below. Any apprentice who accumulates fifteen (15) points total during two (2) consecutive school years, or a total of forty (40) points before completing their apprenticeship, will appear before the JATC committee for disciplinary action, such action could include but not limited to cancellation or suspension from the program. All points accrued by an apprentice will be reviewed by the JATC board before being assessed; however, the JATC board's decision will be final. The Point System does not preclude the application and enforceability of other provisions in the Rules and Regulations.**
- b. Points do not expire. For example, if an apprentice accrued 15 points and they were cancelled from the apprenticeship, if they were subsequently readmitted, they would already have 15 points for their term of apprenticeship. These residual points would not count against the apprentice under the rule that no more than 15 points may be accumulated during two consecutive years. Also, if an apprentice left the trade at any time and subsequently returned to the program, they would still have the points that they accrued during their previous time in the program. Finally, if an apprentice transfers from another local with a similar penalty system, the JATC board will review their record and assign points commensurate to these rules.**
- c. Class-Related Infractions:**
  - i. 1 - Point per: Excused absence or tardiness.**
    - For the morning session, arrival any time after 7 am is considered tardy and after 7:30 am is considered absent. For the afternoon session, arrival after 1:00 pm is considered tardy and after 1:15 pm is considered absent.**
    - To be considered excused, notice of the absence or tardiness must be properly communicated to the Coordinator or Instructor prior to the absence or tardiness whenever possible. Proper communication is given in person or in writing (text message, phone call, email, letter or other written document) and acknowledged by the Coordinator or Instructor.**
    - On a facts and circumstances basis, the Coordinator may accept a notice of absence afterwards given an emergency or other exigent circumstances.**
    - The Coordinator's determination of whether a notice may be accepted after an absence/tardiness, or as to whether communication is properly conveyed, is final.**
  - ii. 1 - Point per: Unapproved cell phone usage.**
  - iii. 2 - Points per: Failure to maintain a certification, such as First Aid/CPR, OSHA, Firestop, Lift Training & others (2 points accumulate for each failure).**
  - iv. 2 - Points per: Failure to complete and submit the weekly or monthly paperwork designated by the program (for example, Journeyman evaluations, Work hour history reports, Log books, Online Tests and Homework) in the specified time.**
  - v. 2 - Points per: Unexcused absence or tardiness.**

- vi. 2 - Points per: Failure to make up absences within the assigned time by the Coordinator.
    - o It is the apprentice's responsibility to contact the Coordinator to schedule make ups.
  - vii. 2 - Points per: Unsatisfactory report from Instructors or the Apprenticeship Coordinator.
  - viii. 2 - Points per: Failure to respond to three attempts of communications from the Apprenticeship Coordinator or Instructor.
    - o Communications may be in written (letter, email, or text to contacts on record) or verbal (a recorded phone message or a message conveyed over phone to a person at the phone number on record) form.
  - ix. 2 - Points per: Failure to have proper tools or work attire for class.
  - x. 5 - Points per: Failure to meet with the JATC board when instructed to do so.
  - xi. 10 - Points per: Engaging in any form of harassment or misconduct in violation of the Anti-Harassment Policy Statement at the JATC or on the job. (This includes forms of vandalism, violence, hazing, and fighting.)
  - xii. 10 - Points per: Any abuse, destruction, or theft of JATC or Local 82 property.
  - xiii. 10 - Points per: If an Instructor or Apprenticeship Coordinator believes an apprentice is under the influence of drugs or alcohol, the apprentice will be removed from class and will not receive credit for that day or half day. This will be treated as an unexcused absence. If an Instructor, the Coordinator, or a JATC representative has reasonable suspicion that an apprentice has violated the Drug & Alcohol Testing Policy and is under the influence of alcohol or controlled substances, and a drug or alcohol test, administered within the requirements of the Drug & Alcohol Testing Policy, indicates a positive result for alcohol or any drug considered illegal by the federal government or the apprentice admits to being under the influence of alcohol or an illegal drug, then the apprentice will be penalized 10 points.
    - o Failure by an apprentice to submit to a drug or alcohol test requested by an Instructor, the Coordinator, or a JATC representative upon reasonable suspicion that the apprentice is under the influence of alcohol or controlled substances will result in the apprentice being penalized 10 points.
- d. Work-Related Infractions: All work-related infractions will be investigated by the Business Manager, and then submitted to the Apprenticeship Coordinator and JATC board.
- i. 2 - Points per: Unsatisfactory written report from employer.
  - ii. 2 - Points per: Being late or absent without just cause as determined by the employer.
  - iii. 5 - Points per: Turning down a job, ignoring a call for dispatch, or refusing to go to work without just cause as determined by the Business Manager.
  - iv. 5 - Points per: Quitting an employer without permission from the Business Manager.
  - v. 10 - Points per: Being terminated by an employer for just cause or not meeting conditions for employment as determined by the union.
  - vi. 10 - Points per: Any abuse, destruction, or theft of employer property.
- e. The JATC board reserves the right to modify the Penalty Points System to create a fair and reasonable program. Further, the JATC board may investigate and adjust all points applied to apprentices in light of all known and relevant facts and circumstances.