

For L&I Staff Use Only

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 RECEIVED 8/22/2024 SNYS
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Department of Labor and Industries
 Apprenticeship Section
 PO Box 44530
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**Request for Revision
 of Standards**

TO: Washington State Apprenticeship & Training Council
 FROM: Southeastern Washington/Northeastern Oregon Sheet Metal Workers Apprenticeship Committee #91

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	08/22/2024		
Print Name: Andrew Cook		Print Name:	
Signature: <i>Andrew Cook</i>		Signature:	

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

Attach additional sheets if necessary
 Sponsor Introductory Statement (Required):

Sponsor Introductory Statement (Required):

The following Standards of apprenticeship for the development of sheet metal worker apprentices have been prepared by representatives of the Southeastern Washington Northeastern Oregon Sheet Metal Workers Apprenticeship, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale. International Association of Sheet Metal Workers Local Union No. 55 and employers of Sheet Metal Workers representatives of the industry in the area and assisted by the Department of Labor and Industries, Apprenticeship Section. When approved by and registered with the Registration Agency, these Standards will govern the training of apprentices in the Industry.

II. MINIMUM QUALIFICATIONS:

A. Sheet Metal Service Technician and Sheet Metal Worker

Education: ~~Applicants shall be high school graduates or State Equivalent Certification or GED. None~~

Physical: Applicants must be physically able to perform the work of the trade with or without reasonable assistance accommodations.

Testing: Applicants are required to take a Sheet Metal Math and Reading assessment test at time of application. ~~A minimum Math score of 24 (66.67%) and minimum Reading score of 28 (70%) shall be required for further processing. If applicant does not meet or exceed minimum scores in one or both categories, no further processing will be done for a period of one year.~~

Other: All applicants must produce a valid driver's license, ~~proof of auto insurance and be commercially insurable and social security card.~~

~~All applicants must submit a high school transcript, GED certificate, or equivalent certification.~~

All applicants must sign the "Applicant Log" and then will be given an "Application for Apprenticeship." Applications shall be filled out at the designated offices. All applicants must sign that he/she has reviewed and, if selected, is willing to abide by the "State Standards".

B. Residential Sheet Metal Worker

Physical: Applicants must be physically able to perform the work of the trade with or without reasonable assistance accommodations.

Other: All applicants must produce a valid driver's license and social security card.

All applicants must sign the "Applicant Log" and then will be given an "Application for Apprenticeship." Applications shall be filled out at the designated offices. All applicants must sign that he/she has reviewed and, if selected, is willing to abide by the "State Standards".

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

A. Selection Procedures:

1. General Selection Procedures for Sheet Metal Worker and Sheet Metal Service Technician Apprentices:

- a. Applications are available year round, excluding holidays, Monday through Friday from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. at 1718 W. Sylvester St., Pasco, WA 99301.
- b. Upon completion of the application, the applicant will be asked to complete a "Geographic Availability" form indicating the counties in which he/she is available for work. Applicants may update this form at any time.
- c. All applicants meeting the minimum qualifications will be placed on a list based on the matrix criteria below. There are a total of 100 possible points

Reading Score 28-40 points 40% (actual number scored on test)

Math Score 24-36 points 36% (actual number scored on test)

Material Handler 0.5 points (for every 6 months completed – up to 5 points)

Continuous Work History 1-5 points (1 point for every continuous year of employment of any kind. Example: Job #1 = 24 months. Job #2 = 18 months = a total of 3 points)

Related Program Completion 5 points (flat – not by years/months Examples: Perry Tech, Tri-Tech, CBC Welding, etc.)

Related Classes Taken 1-5 points (1 point per class up to 5 points. Cannot come from classes in “Related Program Completion”)

Related Certification 0.5-4 points (0.5 points per approved certification up to 8)

- ed. Entry into the apprenticeship program will be on an as needed basis.
- de. Applicants being accepted into the program will be required to take and pass a pre-employment urinalysis drug screening test after being registered but before being employed by an Authorized Training Agent. Expense of the test will be paid per the Collective Bargaining Agreement.
- ~~e.~~ ~~Failure to pass a random drug and or alcohol test during the probationary period will result in immediate cancellation of the apprenticeship agreement and immediate termination from the employer. The JATC has a zero tolerance policy regarding drug and alcohol use.~~
- f. Names will be kept on the list for a minimum of (2) two years. This time could be extended 90 days per each letter received requesting to be kept on the list. After (2) two years on the list applicants are automatically dropped and must reapply. There are no points attached/assigned to extension requests.

~~Names will be kept on the ranked list for a maximum (2) two years. In order to remain on the ranked list for the entire (2) two years applicants must submit a request every 90 days. The request can be made by email, telephone, or mailing a letter to the office. A person may submit up to (7) seven requests. If request is not submitted within (14) fourteen days after each (90)~~

~~day cycle ends, applicant will be dropped from the ranked list and will have to reapply. After (2) two years on the list applicants are automatically dropped and must reapply. There are no points attached/assigned to extension requests.~~

2. General Selection Procedures for Residential Sheet Metal Worker

a. All applicants meeting the minimum qualifications will be placed on a list based on the matrix criteria below. There are a total of 100 possible points.

Reading Score 28-40 points 40% (actual number scored on test)

Math Score 24-36 points 36% (actual number scored on test)

Material Handler 0.5 points (for every 6 months completed – up to 5 points)

Continuous Work History 1-5 points (1 point for every continuous year of employment of any kind. Example: Job #1 = 24 months. Job #2 = 18 months = a total of 3 points)

Related Program Completion 5 points (flat – not by years/months Examples: Perry Tech, Tri-Tech, CBC Welding, etc.)

Related Classes Taken 1-5 points (1 point per class up to 5 points. Cannot come from classes in “Related Program Completion”)

~~Related Certification 0.5-4 points (0.5 points per approved certification up to 8)~~ High School Diploma or equivalent 5 points

b. Applications are available year round, excluding holidays, Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. at 1718 W. Sylvester St., Pasco, WA 99301.

c. Entry into the apprenticeship program will be on an as needed basis.

3. EXCEPTIONS:

c. ~~(Direct Entry)~~ Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship provided:

(1) The employer is an approved training agent of these standards.

(2) The applicant has met the minimum qualifications.

e. Enlisted personnel and/or military veterans who have completed the industry related military technical school and/or elect to participate in Helmets to Hardhats Program, ~~T,~~ the SMART Heroes Program, ~~O,~~ or other like programs, may be given direct entry into the Apprenticeship Program

~~f. The committee reserves the right to make exceptions to the selection procedures in considering female and minority applicants to assist in meeting Equal Employment Opportunity goals and timetables.~~

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

C. Wage Progression Schedules

2. Residential Sheet Metal Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 0900 hours (0 – 6 months)	50%
2	0901 – 1800 hours (7 – 12 months)	60%
3	1801 - 2700 hours (13 – 18 months)	65%
4	2701 - 3600 hours (19 – 24 months)	70%
5	3601 - 4500 hours (25 – 30 months)	80%
6	4501 - 5400 hours (31 – 36 months)	85%

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

C. Additional Information:

9. Upgrading will be determined by the following:

- a. ~~50% r~~ Related school training**
- b. ~~50% e~~ Evaluation forms filled out by the apprentice's employer, foreman, and the journey-level worker with whom he/she works.**
- c. OJT hours and performance**

~~W-A-I-V-E-R: Apprentices must sign a grade and attendance waiver so grades and attendance can be released to the Apprenticeship Committee.~~

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

3. Sponsor Procedures:

d. Periodic Evaluations: An evaluation of apprentices shall be given every six (6) months in steps one (1) and two (2) ~~(a minimum of 650 hours is required for each upgrade)~~ and every twelve (12) months there after, in steps three (3), four (4), five (5), and six (6) (a minimum of thirteen hundred (1300) hours is required for each upgrade) or as determined by the Apprenticeship Committee. In these evaluations, consideration shall be given to the school attendance, progress and daily employment record of the apprentice. The Apprenticeship Committee shall determine if the apprentice has received sufficient practical experience in the work experience to be advanced.

e. Apprentices shall be responsible for contacting and informing the Coordinator's office of any change in address, telephone number, or email address.

f. Apprentices shall follow all attendance and conduct policies of the Training Agent while dispatched.

~~f-g.~~ Apprentices shall be responsible for contacting and informing the coordinator's office of any termination from the job.

~~g-h.~~ An apprentice terminated from his/her place of employment for cause shall appear before the JATC at their next regularly scheduled meeting.

~~h-i.~~ **Job/Hour Reporting:** Job reports are due on the apprentice's next regular scheduled school day or by the twentieth (20th) of the succeeding month when school is not in session. Reports not turned in that day shall be considered delinquent. Apprentices with delinquent Job reports may be brought before the committee and may result in delay of step advancement.

~~Each apprentice who is late in turning in his/her Job reports will have the following penalties imposed:~~

~~First Offense: Up to 30 days actual work delay in his/her next advancement~~

~~Second Offense: Up to 60 days' actual work delay in his/her next advancement~~

~~Third Offense: Cause for cancellations of registration.~~

~~Future advancements will be calculated from the new date.~~

~~l-j.~~ All apprentices shall maintain a valid driver's license.

~~j-k.~~ Individuals who are terminated 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. After six (6) months, the terminated apprentice may request that the Committee waive the remaining six (6) months. The decision to waive the remaining six (6) months will be at the discretion of the Committee.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:

[Please delete and replace committee/subcommittee in its entirety]

c. The employer representatives shall be:

**Rick Marsh, Chair
SMK Tri-Cities
69 Gateway Dr. Burbank,
WA 99323**

**Jim Bishop Jr.
All Valley Sheet Metal
3601 Powerhouse Road
Yakima, WA 98902**

**Daniel Bendewald
Apollo Mechanical
1201 W Columbia Dr,
Kennewick, WA 99336**

**Pat Roberts, Alternate
MacDonald-Miller Mechanical
PO Box 7287
Kennewick, WA 99336**

d. The employee representatives shall be:

**Jeffery D. Mercer, Secretary
410 Old Inland Empire Hwy
Grandview, WA 98930**

**Sean VanPelt
1718 West Sylvester St.
Pasco, WA 99301**

**Alfred (Andy) Brasher
106010 Wiser Pkwy Suite B
Kennewick, WA 99338**

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**~~James F. Smith~~ Andrew Cook, Coordinator
1718 W. Sylvester St.
Pasco, WA 99301**