



**STANDARDS OF APPRENTICESHIP
adopted by**

MASON COUNTY PUBLIC UTILITY DISTRICT #3 APPRENTICESHIP COMMITTEE

(sponsor name)

| <u>Occupational Objective(s):</u> | <u>SOC#</u> | <u>Term</u> |
|-----------------------------------|-------------------|-------------------|
| LINEMAN | 49-9051-00 | 6000 HOURS |
| METERMAN | 49-9012.01 | 6000 HOURS |
| TREE TRIMMER | 37-3013.00 | 4000 HOURS |
| UTILITY WIREMAN | 49-2095.00 | 8000 HOURS |



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention & Labor Standards Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Standards Amended (review)

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Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

MASON COUNTY PUBLIC UTILITY DISTRICT #3 APPRENTICESHIP COMMITTEE

INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional):

The following Standards of apprenticeship have been prepared by representatives of Public Utility District No. 3 of Mason County and representatives of I.B.E.W., Local 77, assisted by the Washington State Apprenticeship and Training Division. When approved by and registered with the Washington State Apprenticeship and Training Council, these Standards will govern the training of all apprentices in this industry.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered shall be all of Mason County except that area covered by Mason County P.U.D. No. 1.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age: **Applicants for apprenticeship shall be at least eighteen (18) years of age.**

Education: **Applicants for an apprenticeship under these Standards, not heretofore having experience in the trade, should be high school or vocational school graduates or the equivalent.**

Physical: **Applicants must be physically able to meet the needs of the trade.**

Testing: **Line Apprenticeship- NJATC Test. Passing score of 4
Meter Apprenticeship- Seattle City Light Test. Passing score of 70%
Tree Apprenticeship- N/A**

Other: **Exceptions may be made by the Apprenticeship Committee for those who have previously engaged in the trade.**

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

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The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

Not applicable to sponsors with fewer than five apprentices. (WAC 296-05-405(1)(a))

B. Equal Employment Opportunity Plan:

Not applicable to sponsors with fewer than five apprentices. (WAC 296-05-405(1)(a))

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

The term of apprenticeship for occupation of Lineman and Meterman shall not be less than 6000 hours* of reasonably continuous employment, including the probationary period.**

The term of apprenticeship for the occupation of Utility Wireman shall not be less than 8000 hours* of reasonably continuous employment, including the probationary period.**

The term of apprenticeship for the occupation of Tree Trimmer shall not be less than 4000 hours* of reasonably continuous employment, including the probationary period.**

* All references to hours shall mean on-the-job training hours excluding RSI training hours.

** The phrase "...hours of reasonably continuous employment..." denotes a minimum of 920 straight-time on-the-job training hours per each six month

period computed from the date that apprenticeship begins, in which case the apprenticeship will be extended for all hours less than 920 hours per apprentices every six months. This would exclude federally mandated items such as active military duty and time off due to FMLA (Family Medical Leave Act) which shall be evaluated on a case-by-case basis and which may result in a temporary suspension or extension of their apprenticeship program for all hours less than 920 hours per each six month period.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first five hundred (500) hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

Apprentice Lineman to Journey level Linemen shall be one (1) apprentice for every gang of from three (3) to six (6) Journey level Linemen on the jobsite.

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Apprentice Tree Trimmer to Journey level Tree Trimmer shall be one (1) apprentice for every one (1) Journey level Tree Trimmer on the jobsite.

Apprentice Meterman to Journey level Meterman shall be one (1) apprentice for every one (1) Journey level Meterman on the jobsite.

Apprentice Utility Wireman to Journey level Utility Wireman shall be one (1) apprentice for every one (1) Journey level Utility Wireman on the jobsite.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Upon recommendation of the JATC, an apprentice will be placed in the appropriate initial pay step. *Each period thereafter shall be six months as long as the program standards, to include reasonably continuous employment as outlined in Section IV, are being met by the apprentice. Apprentices will remain in their final step of the wage progression until such time as they complete the term of the apprenticeship as stated in Section IV.

A. Linemen - Metermen:

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|------------------------|----------------------------------|
| 1 | 0 - 6 months* | 74% |
| 2 | 7 - 12 months* | 78% |
| 3 | 13 - 18 months* | 82% |
| 4 | 19 - 24 months* | 84% |
| 5 | 25 - 30 months* | 87% |
| 6 | 31 - 36 months* | 95% |

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B. Tree Trimmer:

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|------------------------|----------------------------------|
| 1 | 0 - 6 months* | 75% |
| 2 | 7 - 12 months* | 80% |
| 3 | 13 - 18 months* | 85% |
| 4 | 19 - 24 months* | 95% |

C. Utility Wireman

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|------------------------|----------------------------------|
| 1 | 0 - 6 months* | 74.8% |
| 2 | 7 - 12 months* | 77.0% |
| 3 | 13 - 18 months* | 79.3% |
| 4 | 19 - 24 months* | 82.1% |
| 5 | 25 - 30 months* | 85.0% |
| 6 | 31 - 36 months* | 88.4% |
| 7 | 37 -42 months* | 92.3% |
| 8 | 43 - 48 months* | 96.5% |

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

A. Linemen: Approximate Hours

1. Pole, Arms, and Guys1000

- a. **Dig pole holes:
Ordinary soil, rock, hard pan, swamp**
- b. **Locate poles with proper regard for property lines,
sidewalks, ditches, etc.**
- c. **Load and unload poles on trailers or trucks**
- d. **Apply preservative treatment to wood poles**
- e. **Frame poles**
- f. **Set poles with pikes**
- g. **Face, straighten and line in poles**
- h. **Place "heel and toe" on self-supporting poles**
- i. **Fill and tamp around pole**
- j. **Move a pole by trenching**
- k. **Test poles**
- l. **Replace poles by digging new hole beside old pole**
- m. **Replace poles by pulling old butt and reaming hole**
- n. **Select proper arm for job**
- o. **Install single arm and buck arm**
- p. **Install double arm with space bolts**
- q. **Install alley arm**
- r. **Install pins and deadend bolts in arm**
- s. **Make up guy wire body and tails using clamps**
- t. **Install all types of anchors
Leg, expanding, cone, swamp, etc.**
- u. **Install all types of guys:
Sidewalk, span, arm, anchor, etc.**

2. Conductors, Switches, Protective Devices1800

- a. **Stringing of conductors**
- b. **Splicing conductors, copper and aluminum**
- c. **Tying in conductors, copper and aluminum**

- d. Making conductor to conductor taps, copper and aluminum and combinations of both
 - e. Install common types of insulators
 - f. Trimming trees to clear wires
 - g. Remove conductors being replaced
 - h. Install single pole disconnecting switches
 - i. Install gang operated switches
 - j. Install line fuses
 - k. Install pole mounted oil switches
 - l. Install capacitor banks
 - m. Install lightning arrestors
3. **Transformers**900
- a. Install cutouts and proper fuses
 - b. Install and connect a single-phase transformer for 120-volt two-wire load and 120/240 volt three-wire load
 - c. Install and connect an additional transformer to secondary bus fed by other transformers
 - d. Install and connect three transformers and wye-delta
 - e. Install and connect two transformers and wye-delta
 - f. Connect transformer bank to supply 240-volt three-phase and 120/240 volt single-phase service
 - g. Connect transformer bank to supply combination 208-volt three-phase and 120/208 volt single-phase service
 - h. Connect additional transformers to feed a three-phase bus fed from another service
 - i. Relation and phasing
 - j. Use of voltmeters, ammeters, phase sequence indicators, etc.
 - k. Connect current and potential transformers for metering
4. **Underground Work Experience:**
- a. **Circuitry of Underground Equipment**740
 - (1) Pad mount transformers, single and three-phase
 - (2) Total underground transformers with internal line circuit
 - (3) Tap junction boxes
 - (4) Switches junction boxes
 - (5) Pad mounted switchgear
 - (6) Primary riser pole
 - b. **System Maps and Circuit Diagrams**20
 - (1) Circuit maps

- (2) **Plant location maps**
 - (3) **Cable numbering system**
 - (4) **Single phase radial system**
 - (5) **Single phase sectionalized loop systems**
 - (6) **Three phase systems**
 - (7) **Secondary systems**
- c. **Underground Job Layout20**
- (1) **Trench location - horizontal and depth**
 - (2) **Joint use of trench - random lay**
 - (3) **Locating pipes and other obstructions**
 - (4) **Street crossings**
 - (5) **Transformer handhole location**
 - (6) **Multiple foundation boxes for switch gear and three-phase transformer installations**
 - (7) **Secondary connection box location**
- d. **Subsurface Structures and Trenches140**
- (1) **Trenching with machine and backhoe**
 - (2) **Excavation for transformer handhole and installation of handhole**
 - (3) **Secondary connection box excavation and installation**
 - (4) **Street crossing, open trench, bore, push**
 - (5) **Conduit bending**
 - (6) **Duct bank installation**
 - (7) **Manhole installation**
- e. **Cable and Equipment Installation230**
- (1) **Cable installation in open trench**
 - (2) **Cable installation in duct**
 - (3) **Transformer and switch gear installation**
 - (4) **Cable terminations - Essna elbow types**
 - (5) **Cable terminations - preassembled pothead type**
 - (6) **Cable terminations**
 - (7) **Cable splicing**
 - (8) **Junction box connections with assembled cable terminations**
 - (9) **Primary circuit connections - phase and neutral**
 - (10) **Cable identification by ring out and inspection, and cable tagging**
 - (11) **Grounding at equipment installations**
 - (12) **Secondary and service connections**
 - (13) **Final inspection and system testing**

f. Operation and Maintenance of Underground System70

- (1) Replace line fuse on underground circuit**
- (2) Replace underground transformer fuse**
- (3) Locate and isolate secondary fault**
- (4) Switch underground circuit with underground switchgear**
- (5) Remove and replace underground transformers**
- (6) Remove cable from service for extension or to be tapped**
- (7) Establish clearance on underground system by isolation and grounding**
- (8) Locate fault on underground equipment**
- (9) Establish precise location of cable fault with testing equipment**
- (10) Excavate area of faulted cable**
- (11) Identify cable in excavated area**
- (12) Make cable repair splice**

5. Service Drops and Meters300

- a. Install drops and meter for two-wire and three-wire single phase**
- b. Install drops and meter for three-phase power**
- c. Install drops and meter for four-wire combination power and lighting service**

6. Safety200

- a. Attend regular safety meetings**
- b. Current in CPR/First Aid**
- c. Learn care and inspection of safety equipment tools and ropes**

7. Substation Orientation40

8. Introductory Period in Meter Shop24

9. Introductory Period in Engineering and Mapping.....16

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10. Miscellaneous.....500

- a. Learn use of hot line tools**
- b. Methods of proper rigging**

TOTAL HOURS: 6000

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| B. <u>Meterman:</u> | <u>Approximate Hours</u> |
|---|---------------------------------|
| 1. Test and calibrate meters (in shop) | 1200 |
| 2. Test meters in field..... | 300 |
| 3. Install metering in field | 1000 |
| 4. Repair, rebuilding, cleaning meters in shop | 1500 |
| 5. Non-revenue metering, distribution field work (substations, regulators, etc.)..... | 500 |
| 6. Testing and repair of voltmeters, miscellaneous devices..... | 500 |
| 7. Customer service (complaints, testing) and load checks | 500 |
| 8. Meter records, billing coordination with office | 500 |
| TOTAL HOURS: | 6000 |

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| C. <u>Tree Trimmer:</u> | <u>Approximate Hours</u> |
|---|---------------------------------|
| 1. Tree trimming and climbing | 500 |
| 2. Tree Falling | 700 |
| 3. Aerial tree trimming | 1300 |
| 4. Tree identification | 200 |
| 5. Power line identification | 200 |
| 6. Knowledge of equipment used by the trade | 700 |
| 7. Tree top rescue | 50 |
| 8. Safety and health work habits | 350 |
| TOTAL HOURS: | 4000 |

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| D. <u>Utility Wireman:</u> | <u>Approximate Hours</u> |
|---|---------------------------------|
| 1. Safety: meetings, clearances, equipment, switching, respirators, confined space | 1000 |
| 2. Wiring: controls, blueprint reading, acceptance testing, SCADA..... | 1750 |
| 3. Testing and maintenance: transformers, breakers, regulators, reclosers, batteries, fuses, etc..... | 2250 |
| 4. Oil processing | 350 |
| 5. Metal: fabrication, welding, bus, erection | 350 |
| 6. Relay: testing, calibration, repair, installation..... | 500 |
| 7. Miscellaneous..... | 1000 |
| 8. Substation construction: forms, concrete, transite, painting, ground mat, etc..... | 800 |
| TOTAL HOURS: | 8000 |

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college: **Grays Harbor College**
- Private Technical/Vocational college
- Training trust
- Other (specify):

144 Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

- twelve-month period from date of registration.*

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- () defined twelve-month school year: **(insert month)** through **(insert month)**.
- () two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

- A. The Apprenticeship Committee recommends that the courses for the apprentices be limited to those who are actually apprentices to the trade in accordance with these Standards.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

- 1. One-month rating report: This report is to be completed in one-month increments, throughout the apprenticeship period for each apprentice in the following manner:**
 - a. The report is to be filled out and signed by the foreman or journey level worker supervising the apprentice.**

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- b. The report is then to be given to two journey level workers, or one in the case of the Tree Trimmer, Utility Wireman, and Meterman who have been working with the apprentice. The journey level workers are to add their comments and signatures to the form.
- c. The foreman, or journey level workers in charge, will then discuss the report and any comments noted thereon with the apprentice.
- d. The apprentice is to sign the form thereby acknowledging awareness of the contents of said form.
- e. The report is then given to the Line Superintendent(s) for comments and signatures.
- f. The report is then forwarded to the secretary of the Apprenticeship Committee to be placed in the apprentice's file until it is reviewed at the next Apprenticeship Committee meeting.

(1) The form for all apprentices except Tree Trimmer includes:

- (a) Quality of work
- (b) Quantity of work
- (c) Attitude
- (d) Ability to learn
- (e) Initiative
- (f) Ability to work safely
- (g) Completion of work
- (h) Care and use of equipment, tools, and supplies
- (i) Attendance and punctuality
- (j) Public relations

(2) The rating factors are:

- 100 - 90 Excellent
- 89 - 80 Good
- 79 - 70 Satisfactory
- 69 - 60 Needs Improvement

(3) A grade below 70% in any item means the apprentice will be reviewed by the Apprenticeship Committee.

(4) The form for Tree Trimmer apprentice includes:

- (a) Dependability
- (b) Work habits
- (c) Ability
- (d) Attitude

(5) The rating factors are:

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- A Above average
- B Average
- C Unsatisfactory

(6) A grade below B in any item means the apprentice will be reviewed by the Apprenticeship Committee.

2. **Crew Rotation:** The lineman apprentices shall rotate crews monthly or as necessary.

3. **Proficiency Testing:**

Proficiency Testing, during the course of the apprenticeship, may be necessary.

4. Apprentices who miss more than the minimum number of on-the-job training hours per every six month period as defined in Section IV: Term of Apprenticeship, shall automatically have their apprenticeship extended by the required number of hours over the minimum. Federally mandated items such as active military duty and time off due to FMLA (Family Medical Leave Act) shall be evaluated on a case-by-case basis and may result in a temporary suspension or extension of their apprenticeship program for all hours less than 920 hours per every six months.

5. Failure to maintain employment as an apprentice with Mason County Public Utility District #3 will result in cancellation of the apprenticeship agreement.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately

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- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

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A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
- Journey Level Wage Rate – annually, or whenever changed
- Request for Revision of Standards - as necessary
- Request for Revision of Committee - as necessary
- Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
- On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31

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3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.

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3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.
- D. Training Agent Management:
1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
 2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

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3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **INDIVIDUAL JOINT**

The Public Utility District No. 3 of Mason County Apprenticeship Committee shall be composed of members representing the District and members representing the Union, Local 77, selected by the groups they represent.

The employer representatives shall be:

**Scott Peterson, Chair
PO Box 2148
Shelton, WA 98584**

**Chris Miller
PO Box 2148
Shelton, WA 98584**

**Jeff Gott
PO Box 2148
Shelton, WA 98584**

**Michelle Burlison
PO Box 2148
Shelton, WA 98584**

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The employee representatives shall be:

Randy VanAagten, Secretary
PO Box 2148
Shelton, WA 98584

Kirk Baye
PO Box 2148
Shelton, WA 98584

Al Pod
PO Box 2148
Shelton, WA 98584

Nate Benedict
PO Box 2148
Shelton, WA 98584

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

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.

NONE