



**STANDARDS OF APPRENTICESHIP  
adopted by**

**ARDAGH GROUP/GMP IN-PLANT MAINTENANCE  
APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
INDUSTRIAL MAINTENANCE MECHANIC/REPAIRER	49-9041.00	8000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

JULY 19, 1991  
Initial Approval

JULY 21, 2016  
Committee Amended

FEBRUARY 24, 2012  
Standards Amended (review)

JULY 17, 2014  
Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

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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): **NONE**

**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 –

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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 by these Standards shall be limited to Ardagh Group facilities at 5801 E. Marginal Way South, Seattle, Washington 98134.**

**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 must be at least 18 years of age.**

Education:   **Applicants must be a high school graduate or the certified equivalent.**

Physical:     **Applicants must be physically able to perform the work of the trade.**

Testing:      **NONE**

Other:        **NONE**

**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).

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:**

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1. **Ardagh Group/GMP In-Plant Maintenance Apprenticeship Committee and/or the Glass, Molders, Pottery, Plastics & Allied Workers Union #87 are not in any way serving as a referral agency.**
2. **Applicants will be selected from a pool of current employees.**
3. **Notice of apprenticeship openings will be posted in the lobby of the Human Resource office. Applications are available upon request per posted notice and completed applications will be accepted during normal business hours. Applicants must provide documentation of age and proof of high school graduation or certified equivalent.**
4. **When there is an apprenticeship opening, all applications submitted within the previous two years will be considered. The attendance and safety records of each applicant will be evaluated.**
  - a. **Applicants with six or more incidents of absence as defined in the Attendance Control Program within the previous 12 months will be disqualified. (The Attendance Control Program is on file with the department.)**
  - b. **Applicants who are on work restrictions due to medical issues (for example - light duty assignments) will be disqualified.**

**Applicants will then be placed on a list in seniority order.**

5. **The test developed by the DeCotiis Erhard Strategic Consulting Group will be administered to the top applicants from the previous step according to the approximate number of apprenticeship openings. Applicants must successfully pass both the practical and written candidate test by a score of 70% or higher. This procedure will be repeated until the number of applicants passing the test corresponds approximately to the number of apprenticeship openings. Applicants who fail either portion of the test and disqualified must wait six (6) months before reapplication.**

**In the event more applicants pass the test than the number of openings, all those with a passing score will be interviewed as described in the next step.**

6. **Applicants who successfully pass the test will be interviewed by the Apprenticeship Committee and during the interview be informed of the obligation to abide by the standards of apprenticeship.**

**The interview score will be based on test results, educational attainment, school subjects and previous work experience related to the trade. Factors such as motivation, ambition, and willingness to accept direction will be taken into consideration during the evaluation. A minimum score of 70% is required for acceptance into the apprenticeship program.**

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In the event fewer applicants achieve the minimum interview score than the number of apprenticeship openings, additional applicants will be scheduled to take the test noted above and those who pass will be interviewed.

In the event more applicants achieve the minimum interview score than the number of apprenticeship openings, those applicants with a passing test score will be placed in seniority order for the final selection. Those not selected will be returned to the pool of eligible applicants, not exceed two years from the date eligibility was initially established and do not have to reapply.

7. Upon selection for the apprenticeship program the Apprenticeship Committee will make an evaluation based upon the employer's recommendation and place the selected applicants in the appropriate wage progression period.
8. In the event an applicant is disqualified at any step above, the Secretary of the Committee will send written notice of rejection to the applicant including the reason for rejection and the admission requirements for those admitted into the program. This written notice may be hand delivered to the applicants who are employed at Ardagh Group.

9. **Alternate Method of Selection:**

In the event there are not enough applicants from the pool of current employees to fill open apprenticeship positions, an advertisement of apprenticeship opening may be placed with employment service offices (i.e. WorkSource), newspapers or via the internet. Applicants who meet the minimum qualifications will be subject to testing and interview requirements described above. Disqualified applicants will be sent written notice of rejection as described above to their last known address by U.S. Mail.

B. **Equal Employment Opportunity Plan:**

1. Communicate and distribute information about the nature of the apprenticeship program, admission requirements, current apprenticeship opportunities, the source of apprenticeship applications, and the equal opportunity policies of the program sponsor within the shop or concerns.
2. Use journey-level workers, including minority and female, to assist in the implementation of the sponsor's equal employment opportunity plan.
3. Grant credit for previous trade experience or trade-related courses for all applicants equally.

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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 shall be four (4) years, but not less than 8,000 hours of employment. Leave taken for accrued vacation or illness shall not count towards completion of the term.**

**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 to exceed the first 1000 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

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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)].

**For one (1) journey-level worker regularly employed within the plant workforce, employer may have one (1) apprentice.**

**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.

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0240 hours</b>	<b>74.9%</b>
<b>2</b>	<b>0241 - 1000 hours</b>	<b>76.2%</b>
<b>3</b>	<b>1001 - 2000 hours</b>	<b>76.9%</b>
<b>4</b>	<b>2001 - 3000 hours</b>	<b>77.6%</b>
<b>5</b>	<b>3001 - 4000 hours</b>	<b>78.2%</b>
<b>6</b>	<b>4001 - 5000 hours</b>	<b>79.3%</b>
<b>7</b>	<b>5001 - 6000 hours</b>	<b>82.0%</b>
<b>8</b>	<b>6001 - 7000 hours</b>	<b>84.7%</b>
<b>9</b>	<b>7001 - 8000 hours</b>	<b>87.5%</b>

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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)]

<b>A. <u>Industrial Maintenance/Repairer:</u></b>	<b>APPROXIMATE HOURS</b>
<b>1. Installing, dismantling, trouble shooting, inspecting, repairing and assembling of mechanical equipment including: .....</b>	<b>1560</b>
<b>a. Moving heavy equipment</b>	
<b>b. Lubrication and lubricating systems</b>	
<b>c. Alignment of machinery</b>	
<b>d. Drive mechanisms</b>	
<b>e. Precision hand fitting</b>	
<b>2. Steel Erection.....</b>	<b>400</b>
<b>Cuts, forms bends, burning and welding for erection of building frames, furnace steel work, chutes, elevators and other glass plant equipment. Erects rigging and scaffolding.</b>	
<b>3. Steel fabrication including cutting, forming, bending, etc., for installation maintenance of plant equipment. ....</b>	<b>1460</b>
<b>4. Install or repair plant oil, gas, air, water, steam lines and regulator equipment. ....</b>	<b>1170</b>
<b>5. Sheet metal work required to install and maintain plant equipment including furnace cooling systems and buildings.....</b>	<b>480</b>
<b>6. Carpentry work required for building maintenance. Builds and sets forms for furnace arches; crates, scaffolding. ....</b>	<b>100</b>
<b>7. Masonry work including hot repairs. Install or repair port necks, shadow wall, forehearth skimmer and mantel block,</b>	

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	burner blocks, water jackets, overcoat, blocks, etc. Apply insulation to furnaces.....	100
8.	Furnace dismantling. Install drain equipment. Perform furnace start-up functions.....	100
9.	Acetylene and electric welding, acetylene cutting and heating, bench and field welding and brazing.....	300
10.	Electrical .....	1100
	a. Electrical Circuits (high & low voltage). Conduit installation; layout and run wiring; install bus ducts; hook up and repair panel boards and switch gear.	
	b. Electrical Equipment. Install and repair motors and generators, furnace electrodes, transformers, automatic starters, limit switches, solenoid valves, magnetic clutches, etc. Use of meters and testing equipment.	
	c. Electronics and Instrumentation. Bench work, trouble shooting, wiring components parts-power supply, tubes, transistors, rectifiers, amplifiers, detectors, oscillators, etc. Install and repair electronic, electrical and pneumatic instruments.	
11.	Machinist .....	1230
	a. Set up and operation of machine tools for fabricating and repairing machine parts and tooling using such equipment as: milling machine, lathes, shaper, surface grinder, drill presses and band saw.	
	b. Installation, disassemble, inspecting, trouble shooting, repairing and assembling of glass forming and other mechanical equipment and equipment components.	
	(1) Lubricating and lubricating systems	
	(2) Alignment of machinery and component parts	
	(3) Precision hand fitting	
	(4) Drive and timing mechanisms	
	(5) Moving heavy equipment	

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- c.     (1)     **Toolmaking-grind drills and cutting tips; cut templates; make tool holders, forming tools, bottle gauges, jigs and fixtures.**
- (2)     **Fabrication of machine parts and special equipment**
- (3)     **Install and repair piping and tubing on equipment**
- (4)     **Acetylene and electric welding, brazing, cutting and heating. Heli-Arc welding, heat treating.**

**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
- Private Technical/Vocational college
- Training trust
- Other (specify):

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

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- (X) twelve-month period from date of registration.\*
- ( ) 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:

NONE

**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. Responsibility of Apprentices:**

- a. **To diligently and faithfully perform the work of the Shop, and to perform such other pertinent duties as may be assigned by the sponsor in accordance with the provisions of the Standards.**
- b. **To respect the property of the employer.**

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- c. To regularly attend and satisfactorily complete the required hours of instruction in subjects related to the trade, as provided under the Standards.**
- d. To maintain such records of work experience and training received on the job and in related instruction as may be required by the Apprenticeship Committee.**
- e. To develop safe working habits and conduct themselves in their work in such manner as to assure their own safety and that of their fellow workers.**
- f. Apprentices who are absent from school class sessions shall make up all such time lost before being advanced to the next period of their apprenticeship.**
- g. The apprentice shall not be paid for attending related instruction classes, however, should the Apprenticeship Committee assign an apprentice to a class of instruction during working hours, they will be paid for time lost.**
- h. In case of failure of any apprentices to fulfill their obligations as to related instruction requirements, attendance and conduct with due cause, the Apprenticeship Committee shall take necessary disciplinary action.**
- i. Apprentices shall work the same number of hours as journey-level workers employed in the trade, except that the apprentice shall not be allowed to work overtime if it interferes with their attendance at related instruction classes.**
- j. Apprentices absent from the services of their employer, unless officially excused, shall make up all such time lost before being advanced to the next period of their apprenticeship.**
- k. Apprentices shall provide proof of current enrollment in classes at an accredited technical or community college to verify progression through the schedule of required classes.**
- l. Apprentices will provide a record school attendance (in hours) noting which school hours are paid, by the 10th of each month to the Secretary of the Committee. School attendance must be recorded on every report even if the hours equal zero for any given month. In addition, upon request, apprentices shall submit copies of school transcripts and/or verification of course completion to the Apprenticeship Committee.**

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- m. Apprentices shall sign a transcript request form for release to the Apprenticeship Committee.
- n. Failure to maintain employment with Ardagh Group will be cause to begin cancellation proceeding with due notice sent to those who completed the initial probationary period.

2. **Disciplinary Action:**

The Apprenticeship Committee shall have the authority to discipline an apprentice who fails to comply with the Apprenticeship Agreement or abide by the Standards of Apprenticeship. Disciplinary action that may be imposed, at the discretion of the Apprenticeship Committee, includes:

- a. Postponement of advancement from one period to the next.
- b. Cancellation of the Apprenticeship Agreement.

B. Local Apprenticeship Committee Policies

1. **Duties of Local Apprenticeship Committee**

- a. To develop local Standards of Apprenticeship consistent with the Washington State Apprenticeship and Training Council and covering such additional items as:
  - (1) **Schedule of Work Experience**  
Showing normal and necessary phases of the Shop to be learned including instructions on safe working habits and accident prevention and approximate number of hours to be devoted to each division of work.
  - (2) **Apprentice Records**  
Listing the specific records to be kept of each apprentice and the extent to which these records must be kept up-to-date.
- b. To conduct themselves in a businesslike manner and to decide all matters by majority rules.
- c. To be vitally concerned that the proper selection of apprentices has been made and to be sure that the qualifications set up in the Standards of Apprenticeship are satisfactorily fulfilled.
- d. To see that all apprentices are under a written Apprenticeship Agreement as provided by the Standards of Apprenticeship.

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- e. **To request registration of Apprenticeship Agreements by the Washington State Apprenticeship and Training Council and to notify this agency of all completions, cancellations, or temporary suspensions of any such Apprenticeship Agreements.**
- f. **To make every effort to keep the apprentice continuously employed and assure them of well-rounded training and experience in all phases of the shop.**
- g. **To see that the work experience and related training requirements of the Standards of Apprenticeship are being met and to maintain adequate records of each apprentice showing work experience, related training and general progress in learning the work of the Shop.**
- h. **To recommend to proper authorities when an apprentice has satisfactorily completed his apprenticeship, and is eligible for recognition as a journey-level worker.**
- i. **To see that all apprentices are issued recognized Certificates of Completion after satisfactory completion of the term of apprenticeship and all required related instruction. Completion Certificates are available from the registration agency, for all apprentices completing their apprenticeship under registered standards.**
- j. **To supervise the enforcement of all the provisions of the Standards of Apprenticeship.**

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
  - 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

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- 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:

- 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.

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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
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

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- 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.
  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

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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.
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)

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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.

**The Joint Apprenticeship Committee shall be composed equally of members representing management and members representing labor. Members of the Apprenticeship Committee shall be selected by the groups they represent.**

**Quorum: A quorum shall consist of three (3) committee members.**

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

The employer representatives shall be:

**Jason Noble, Secretary**  
**5801 E Marginal Way South**  
**Seattle, WA 98134**

**Keith Earnhardt**  
**5801 E Marginal Way South**  
**Seattle, WA 98134**

**Garrett Parkhurst, Alternate**  
**5801 E Marginal Way South**  
**Seattle, WA 98134**

**Albertus Kariko, Alternate**  
**5801 E Marginal Way South**  
**Seattle, WA 98134**

The employee representatives shall be:

**Doug Coburn, Chairman**  
**5801 E Marginal Way South**  
**Seattle, WA 98134**

**Jon Contreras**  
**5801 E Marginal Way South**  
**Seattle, WA 98134**

**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**

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**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**