



APPRENTICESHIP PROGRAM STANDARDS
adopted by

PIERCE COUNTY ROOFERS APPRENTICESHIP COMMITTEE

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

ROOFER

47-2181.00

5000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Fraud Prevention and Labor Standards

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

N/A

Provisional Registration

APRIL 18, 2019

Standards Last Amended

JULY 18, 1969

Permanent Registration

By: DAVE D'HONDT

Chair of Council

By: CHRIS BOWE

Secretary of Council

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INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

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 these 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 (Required):

The following Standards of Apprenticeship, Pierce County Roofers, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will,

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when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in this industry.

These Standards have been developed by employers and members of the Roofers Union Local #153 assisted by the State Apprenticeship and Training Division, Department of Labor and Industries and the Bureau of Apprenticeship and Training, U.S. Department of Labor.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these Standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The area covered by these Standards shall be all of Pierce, Thurston, Grays Harbor, Lewis, Wahkiakum, Cowlitz, and Pacific Counties with headquarters in Tacoma, Pierce County, Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

Age: **Apprentices registered in accordance with these Standards who have not heretofore been connected with the trade shall be at least eighteen 18 years of age.**

Education: **They shall have sufficient schooling to meet the requirements of the trade. Completion of the 10th grade.**

Physical: **Be physically able to perform the work of the trade.**

Other: **They shall have a valid driver's license in the State of Washington; or it is acknowledged in writing by the employer that it will have no impact on the apprentice for failure to have a valid driver's license.**

Provide documentation to verify legal working status, a condition of employment, per I-9 requirements.

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 Procedure (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 (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified 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 and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

- 1. Applications will be available to anyone who is interested, regardless of any other consideration.**
- 2. All application blanks will be serially numbered so that they can be accounted for.**
- 3. Applications will be available through the Roofers LU 153 and the Pierce County Roofers Joint Apprenticeship Office located at 3049 South 36th Street, Room 223-A, Tacoma, Washington, 98409.**
- 4. There will be a "Record of Apprentice Applicants" on which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the applicant's signature, printed name and the progress, by dates and final disposition. The applicant will sign the "Record of Apprentice Applicants" and will be given an "Application for Apprenticeship."**
- 5. All who meet the minimum qualifications and who have completed Apprenticeship Application on file with the Pierce County Roofers Joint Apprenticeship office will then wait for an employment offer.**
- 6. The employer shall be notified of an applicant's selection, effective date of registration and percentage rate and shall be provided a copy of the Apprenticeship Agreement after being registered with the Washington State Apprenticeship and Training Council.**
- 7. As a condition of employment, employers may have specific employment requirements that preclude an apprentice from being employed (i.e. background check, physical testing, E-Verify, etc.). Apprentices who**

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cannot pass the employers specific employment requirements, will be sent back to the JATC and placed back on the list at their same position or their appropriate position. The JATC and the apprentice will be informed of the reason for the applicant not qualifying for employment.

8. EXCEPTIONS:

- a. An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journeymen shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- b. An employee of a non-signatory employer not qualifying as a journeymen when an employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.

9. DIRECT ENTRY: (all applicants must meet the minimum qualifications)

- a. **Transfers (Direct Entry):** Individuals relocating from other state or ATELS approved apprenticeship programs may receive direct entry into apprenticeship registration.
- b. **New Approved Training Agents (Direct Entry):** When an employer is added as an Approved Training Agent for the Pierce County Roofers Apprenticeship Committee, their non-journey level employees shall receive direct entry into an apprenticeship as soon as they meet the minimum qualifications. These individuals shall be evaluated by the committee and placed at the proper step of apprenticeship in a non-discriminatory manner.
- c. **Experienced Apprentice (Direct Entry):** Registered roofer apprentices terminated after their initial probationary period in good standing requesting entry or re-entry to this apprenticeship program in writing, within the first year of termination will be placed at the bottom of the out-of-work list and allowed to continue their apprenticeship where they left off.

Apprentices terminated for cause must appear before the Apprenticeship Committee and provide documentation satisfactory to the JATC, that the conditions leading to their cancellation have been corrected. An Apprentice approved by the JATC to reenter the program will be evaluated by the Apprenticeship Committee and

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registered at the appropriate level based upon his/her knowledge, skills, and ability. Apprentices accepted will be placed at the bottom of the out-of-work list and allowed to continue their apprenticeship.

- d. **(Direct Entry) Graduates of committee approved programs such as Job Corps, Helmet-to-Hardhats, Department of Corrections, or other apprenticeship preparation programs as approved by the JATC may receive direct entry into the apprenticeship registration.**
- e. **(Direct Entry) Registered Native Americans who have secured employment under a TERO project may receive direct entry into an apprenticeship provided the employer is an approved training agent to these standards.**
- f. **(Direct Entry) U.S. Military Veterans and those serving in the National Guard may be granted direct entry into the apprenticeship program.**

Must provide photocopy of DD-214.

The JATC shall evaluate the military training received and on-the-job learning experience received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate.

- g. **(Direct Entry) The committee reserves the right to make direct entry of applicants having previous experience, accredited training and/or currently working for a training agent for at least 6 months in an occupation other than roofer.**
- h. **(Direct Entry) If there are no currently unemployed apprentices, or applicants, available that meet the employers non-discriminatory hiring qualifications, the employer may then select their own applicants for registration.**

B. Equal Employment Opportunity Plan:

- 1. **Distribute information about the nature of apprenticeship programs, along with program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor. Such information shall be disseminated regularly and upon request by interested parties. During the months of April, May, and June of each year, special emphasis and targeted focus on female participation shall be distributed to at least 5 organizations in the program's geographical area that can effectively reach women whom may have an interest in our program.**

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2. **At the committee's discretion, participate in workshops conducted by employment service agencies, school districts, and community based organizations to increase apprenticeship program awareness and apprenticeship opportunities, including opportunities for females and minorities.**
3. **Cooperate with school districts and local vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs**
4. **During the months of April, May, and June of each year, communicate to all training agents and the local union within the program's jurisdictional area, the committee's equal opportunity policy and the need to encourage and recruit female applicants. This shall be intended to be communicated in a manner to foster understanding, acceptance, and support among the committee's members, training agents, journey level workers, and apprentices, and to encourage actions necessary to meet the committee's affirmative action commitments**
5. **Take other appropriate action to ensure that decisions regarding recruitment, selection, or the employment and training of apprentices are job related and without illegal discrimination because of race, color, religion, national origin, age, or sex.**
6. **Select from lists of qualified applicants for apprenticeship, in other than order of ranking (piercing the list), so as to reach women (minority and non-minority) or minorities to meet goals and timetables.**

C. Discrimination Complaints:

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

IV. **TERM OF APPRENTICESHIP:**

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

The term of apprenticeship shall be a minimum of two (2) years schooling and not less than five thousand (5000) hours of reasonably continuous employment for the apprentice.

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V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which 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 may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices during their initial probationary period.
- C. **All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding one thousand (1000) hours of employment of the term of apprenticeship or not more than one year from the date of registration.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.

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- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

Section 1:

Except as provided for below in Section 2, employment of apprentices shall be on the basis of not more than one (1) apprentice for each (1) journey-level worker on the job site.

Section 2:

For all work performed on any/all projects involving tear off, removal, roof maintenance or roof repair work, for all work processes, the apprentice to journey-level ratio shall not be more than two (2) apprentices to one (1) journey-level worker. On jobsites with a crew of six (6) workers or less, fifty percent (50%) of the assigned apprentices must be at or above the third step per Section VII. This section shall not apply to a recover project that only involves removing membrane flashing or sheet metal flashing.

(Variance approved with no expiration date at WSATC April 2016 council meeting)

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

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C. Roofer

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 1000 hours	55%
2	1001 - 2000 hours	60%
3	2001 - 3000 hours	70%
4	3001 - 4000 hours	80%
5	4001 - 5000 hours	90%

The apprentice cannot be paid less than the Apprenticeship Committee's determined scale.

An apprentice's work experience hours, school attendance records, test scores, instructor evaluations and employer evaluations/recommendations will be evaluated by the Apprenticeship Committee prior to advancement to the next wage progression.

Wage increase shall be based on monthly work progress reports and class attendance and satisfactory test scores, instructor and employer evaluations.

- 1. To receive credit for hours worked, the apprentice must submit a progress record of work experience performed each month. The progress record must be submitted to either the Joint Apprenticeship Office on or before the 15th of the following month. Failure to submit monthly progress records when due will result in the apprentice not receiving hourly credit towards upgrading for said month or months.**
- 2. For every unexcused absence from class, a requirement of one hundred (100) additional hours of on-the-job training is required prior to upgrading.**

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work 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. The following work process descriptions pertain to the occupation being defined.

- | | |
|---|---------------------------------|
| A. <u>Roofer:</u> | <u>Approximate Hours</u> |
| 1. Roof Removal, Handling, Preparation, and Equipment..... | 800 |

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- Includes: Tear off and removal of existing roof systems including insulations, ballast, vapor retarders, underlayments, and cleaning of roof or roof deck surfaces. The handling, hoisting, and storing of all roofing, damp, and waterproofing materials.**
- 2. Sloped Roofing Systems.....550**
Includes: Installation of all types of composite shingles, slate, tile and slate including all related barrier boards, ice & water or underlayment materials, roof insulation, vented roof insulation components, integral flashing, trim, roof vents, and any accessory components related to the completion of such systems.
- 3. Built Up and Modified Roofing Systems.....1550**
Includes: Standard or modified bitumen multi-ply built up roofing systems, including mop applied, torch applied, cold applied, or self-adhered. Also includes all work related to the installation of these systems such as installation of barrier boards, vapor retarders, slip sheets, base sheets, roof insulation, cover boards, membrane flashings, detail, coatings, ballast materials, and any accessories related to the completion of such systems.
- 4. Single-Ply Roofing Systems1550**
Includes: Polvvinylchloride, Chlorosulfanatedpolyvinylchloride, Chlorosulfanatedpolyetheleyne, Chlorosulfonetedpolyethylene, Ethylne-copolymer-bitumen, Polyisobutylene, Butyl, Plastic, Thermoplasticspolyoelfins, or Modified Elastomeric sheet systems. All work related to the installation of these systems such as slip sheets, barrier boards, roof insulation, cover boards, membrane flashings, detail, coatings, ballast materials, and any accessories related to the completion of such systems.
- 5. Waterproofing and Damproofing.....450**
Includes: Installation of single or multi-layer membranes consisting of sheet-applied, hotapplied membranes, torch applied membranes, liquid membranes, waterproofmg panel systems, cold applied elastomeric compounds applied by spray, trowel or brush, and asphalt based damproofing. Also all work related to the installation of these systems such as preparation, priming, reinforcement flashing, product application, installation of drainage boards/mats,

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filler fabrics, root barriers, drainage retention boards, insulation boards, and protection boards. Also includes vegetative roof covering systems, when they are a component of the roofing or waterproofing system.

- 6. Maintenance and repair100**
Includes: Leak repairs, coating of existing roof systems, flashing repairs, miscellaneous patch work, roof cleaning, inspection, and related work.

Total Hours: 5000

Note: All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the Sponsor.

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

Supervised field trips

Sponsor approved training seminars (specify)
Vendor and manufacturer training as approved by the committee.

Sponsor approved online or distance learning courses (specify)

State Community/Technical college
Clover Park Technical College

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **144** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

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.*

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C. Additional Information:

Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.

Normally there are one or two field trips scheduled per year.

Prior to entering the second year of supplemental instruction, all apprentices shall complete the Washington State Educational Functional Level testing for English as a Second Language (ESL) and shall meet the Low Intermediate Literacy Level ESL Level 4/CASAS score of 201 or greater in reading in and listening.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The Sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the Sponsor. The program Sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.

2. Advanced Standing or Credit: The Sponsor may provide advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All Sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).

3. Sponsor Procedures:

1. Work Progress Reports:

a. **Apprentices must turn in monthly work progress reports, which are due by the 15th of the following month to the Joint Apprenticeship office. The above report shall contain the apprentice's name, classification, employer, wage rate, month and year of report, as well as work performed.**

b. **Failure to turn in monthly progress reports when due will result in the apprentice not receiving credit for said month or months.**

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- c. Failure to turn in three (3) monthly progress reports will result in the apprentice being cited to appear before the Committee to show cause why the apprentice should not be dropped from the apprenticeship program for noncompliance of the Apprenticeship Standards. If you are dropped from the program, it is committee policy that you will have to wait six (6) months before being able to make application again to the apprenticeship program.**
- d. Failure to notify the Apprenticeship office if you are temporarily out of the trade or out of the area will result in cancellation.**

2. Class Attendance:

- a. The excuses for missing class that the Committee recognizes are:
 - (1) a doctor's excuse on doctor's stationery**
 - (2) an employer stating that the apprentice was working a distance of more than two hundred fifty miles (250) from Clover Park Campus Training center;**
 - (3) mandatory court appearance; with a signed note from a court official stating that you were in attendance on the required date and time or your scheduled appearance**
 - (4) Birth, being either the mother, father, or of an immediate family member**
 - (5) Death of either a family member or a person that they may have been associated with personally or through business.**
 - (6) Other reasons deemed valid by the committee****
- b. All excuses must be received by the Joint Apprenticeship Office on or before thirty (30) days from the date of absence from class or the excuse will not be recognized by the Committee.**
- c. For every unexcused absence from class, a requirement of one hundred (100) additional hours of on-the-job training is required prior to upgrading.**
- d. Three (3) unexcused absences and the apprentice will be cited to appear before the Committee to show cause why the apprentice should not be dropped from the apprenticeship program for noncompliance of the Apprenticeship Standards. If you are dropped from the program, it is committee policy that you will have to wait six (6) months before being able to make application again to the apprenticeship program.**
- e. Employers will schedule time off for apprentices to attend their required class, which is set by the Pierce County Roofers Apprenticeship JATC. In the manner in which the employer would**

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normally set crews up for work for the next week's work. With 2 weeks written notice of dates from the JATC.

3. Drug Free Policy:

- a. All apprentices shall be subject to the terms and requirements of the Drug Policy in effect with the current Collective Bargaining Agreement between the Approved Training Agents and Roofers Union Local 153.
- b. The results of a positive drug test of an apprentice, based upon the guidelines of the Roofers Union Local 153 Drug Policy, may result in an immediate suspension of the Apprenticeship Agreement.
- c. An apprentice's refusal to participate in the Roofers Union Local 153 Drug Policy will be grounds for immediate cancellation of the Apprenticeship Agreement.
- d. The unsuccessful completion by an apprentice of the recommendations set forth on behalf of the Roofers Union Local 153 Drug Policy will result in termination of the Apprenticeship Agreement.

4. As a condition of employment, employers may have specific employment requirements that preclude an apprentice from being employed (i.e. background check, physical testing, E-Verify, etc.). Apprentices who cannot pass the employers specific employment requirements, will be sent back to the JATC and placed back on the list at their same position or their appropriate position. The JATC and the apprentice will be informed of the reason for the applicant not qualifying for employment.

B. Disciplinary Procedures

1. The obligations of the Sponsor when taking disciplinary action are as follows:
 - a. The Sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The Sponsor will inform all apprentices of their rights and responsibilities per these Standards.
 - b. The Sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The Sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.

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- d. The decision/action of the Sponsor will become effective immediately.
2. The Sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The Sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the 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 complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or Sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:

None

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.

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5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or Sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship 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. The Sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04

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RCW and chapter 296-05 WAC and these standards. If applicable, Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved Standards.

B. Program Operations:

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10

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4th quarter: October through December, due by January 10

- h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31

- 2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
- 3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. 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 RSI 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.
- 2. The Sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades

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- h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The Sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 4. The Sponsor shall 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.
 5. The Sponsor has the obligation and responsibility to provide, insofar as possible, reasonably 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 program 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 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.
 6. 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 any requested documentation for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 7. The Sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
 8. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the Sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The Sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The Sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The Sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The

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sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.

2. The Sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these Standards. The Sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these Standards.
3. The Sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the Sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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:

- a. Quorum: **See above**
- b. Program type administered by the committee: **Group Joint**

The Pierce County Roofers Apprenticeship Committee shall be composed of four (4) members of which two (2) shall represent the employers and two (2) shall represent the United Union of Roofers, Waterproofers and Allied workers, Local #153.

- c. The employer representatives shall be:

**Daniel Johnson, Chairman
Waynes Roofing, Inc.
13105 Houston Road
Sumner, WA 98390**

**Jon Gwinner
9420 39th Ave Ct SE
Lakewood, WA 98495**

**Donald D. Guthrie, Alternate
Wayne’s Roofing, Inc.
13105 Houston Road
Sumner, WA 98390**

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d. The employee representatives shall be:

Richard Geyer, Secretary
3049 South 36th Room #222
Tacoma, WA 98409

Darren Witham
3049 South 36th Room #222
Tacoma, WA 98409

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

None

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 reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

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.

Racheal Geyer, Training Director
3049 South 36th Room #222
Tacoma, WA 98409