

Department of Labor & Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



REQUEST FOR APPROVAL OF PROPOSED STANDARDS

O.M
 L&I apprenticeship
 coordinator

TO: Washington State Apprenticeship & Training Council

FROM: Town of Eatonville

Check appropriate box:

Committee Plant OJT

OCCUPATION(S):	HOURS:	SOC #:
Lineman	7000	49-9051.00

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 CENTRAL OFFICE:

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Authorized Signatures:

(chr): M. L. SLL
 (sec): [Signature]
 Date: 6/6/16

Approved by:
 Washington State Apprenticeship & Training Council
 Secretary of Council
 Date:



**STANDARDS OF APPRENTICESHIP
Adopted by**

TOWN OF EATONVILLE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
LINEMAN	RECEIVED BY L&I AC: 49-9051.00	7000 HOURS

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

APPROVAL:

Initial Approval

Committee Amended

Standards Amended (review)

Standards Amended (administrative)

By: _____
Chair of Council

By: _____
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):

The following Standards of Apprenticeship have been prepared by representatives of the Town of Eatonville. These standards will govern the training of all Lineman apprentices employed by the Town of Eatonville.

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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 by these standards shall be the service area of the Town of Eatonville.

II. MINIMUM QUALIFICATIONS:

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

Age: **At least 18 years of age at the time the application is submitted.**

Education: **High School Graduate, Vocational School Graduate, or GED equivalent**

Physical: **Must be physically qualified to work in this trade**

Testing: **NA**

Other: **Valid Washington State Driver’s License, including Class A CDL endorsement.**

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

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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 in a trade objective. (WAC 296-05-405(1)(a))

B. Equal Employment Opportunity Plan:

Not applicable to sponsors with fewer than five apprentices in a trade objective. (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)].

A. **Lineman**

The term of apprenticeship shall be 7000 hours of reasonable continuous employment. Two thousand hours of work per year will be the minimum amount considered as reasonable continuous employment.

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)]:

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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

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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 an initial probationary period of 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 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)].

The ratio shall be one (1) apprentice for one (1) journey-level worker on the job site.

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
1	0000-1167 hours (0-7 months)	81.30%
2	1168-2335 hours (8-15 months)	86.25%
3	2336-3502 hours (16-23 months)	90.19%
4	3503-4669 hours (24-31 months)	93.13%
5	4670-5837 hours (32-39 months)	96.11%
6	5838-7000 hours (40-45 months)	99.09%

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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. Lineman

APPROXIMATE HOURS

1. Overhead.....3210

(Hours include 800 hours of hot line work)

Loads, unloads, frames and sets or remove poles, Install or removes lighting arrestors, terminators, cutouts, transformers, capacitors, reclosers, sectionalizers, regulators and/or other protective devices. Transfers, installs and removes conductor guys and riser, streetlights and other equipment used in the construction, maintenance and repair of overhead distribution lines.

2. Underground3210

(Hours included 200 hours hot line work)

Installs, maintains and repairs cable, conduit, vaults, enclosures and transformers. Performs switching, locating, testing, faultfinding, exposing, splicing and termination of URD cables.

3. Systems.....340

Switches, tags, grounds and distribution circuits and loads. Locates trouble in primary and secondary lines or cables and repairs to restore service.

a. Substation: Operates, installs, removes and maintains equipment as required

b. Metering: Installs and removes meters, CTs and PTs as required.

c. Tree Trimming: Removes and/or trims trees near or on energized or de-energized lines or equipment.

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- d. **Vehicle Maintenance: Cleans, stocks and loads vehicles. Inspect vehicles and performs minor repair and maintenance, or requests follow-up repair work.**
- e. **Vehicle and Equipment Operation: Operates man lifts, digger derrick, wire puller, air compressor and other utility vehicles, power tools and hand tools associated with the electrical line trade.**

4. Safety.....240

Demonstrates proficiency in all Company Safety and Health Procedures and Training.

Total Hours: 7000

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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): **Camp Rilea, Tacoma Power Hotline and Rescue Training School. Other classes or events as approved by the committee.**

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

TOWN OF EATONVILLE

- (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:

Registered apprentices will be provided a minimum of 236 hours of RSI per year, up to a total of 826 hours of RSI.

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. **Procedures:**

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a. **Applicants accepted as apprentices will be required to attend all school and training necessary to complete the Apprenticeship Training Program and be certified by the Apprenticeship Committee.**

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b. **All apprentices must be certified by the Apprenticeship Committee to have completed the apprenticeship program.**

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- c. All apprentices who voluntarily resign shall be required to do so in writing. The Apprenticeship Committee shall authorize the chairman to notify the personnel office immediately, in order to make appropriate wage adjustments and notification to the Washington State Apprenticeship and Training Council.
 - d. Apprentices will be required to adhere to all Town of Eatonville policies, including the Random Drug and Alcohol Testing Policy.
3. Advancement Policy:
- a. All apprentices will be considered for promotion.
 - b. Advancements will be made on the basis of education, quarterly reports from supervisors, foremen, journeypersons working with the apprentices, and time in step.
 - c. The Light Superintendent will maintain records of this apprenticeship program. All school records (test grades, time in step, attendance in school, completion dates of course and seniority) will be registered on a card with the apprentice's name and step. The Light Superintendent will compile this data and present the information to the Apprenticeship Committee at all meetings called to consider advancement.
4. Job Requirements:
- a. Apprentices will be required to conform to all Washington State Safety Rules and Town of Eatonville safety rules.
 - b. Apprentices will be required to attend a basic first aid course recognized by the Division of Industrial Safety and Health, Department of Labor and Industries, before completing their training.
 - c. Apprentices will be taught the procedure for pole top rescue and vault rescue procedures.

B. Local Apprenticeship Committee Policies

NONE

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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)

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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

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

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- WSATC to issue written decision

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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. 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)

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- 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
 - 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.

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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

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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 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

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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)

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 employer representatives shall be:

Mike Schaub, Mayor/Chair
PO Box 309
Eatonville, WA 98328

Kathy Linnemeyer, Town Clerk
PO Box 309
Eatonville, WA 98328

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The employee representatives shall be:

**Byron Allen, Secretary
Assistant Business Manager
IBEW Local 483
3525 South Alder Street
Tacoma, WA 98409**

**Dan Sharpe
Electrical Department Supervisor
PO Box 309
Eatonville, WA 98328**

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

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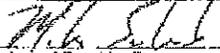
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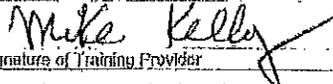
Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor: Town of Eatonville	
Skilled Occupational Objective: LINEMAN	
Term/OJT Hours: 7000 hours	Total RSI Hours: 820 839 Hours
Training Provider: Grays Harbor College and NW Line JATC	

- By the signature placed below, the program sponsor agrees to provide the prescribed RSI for each registered apprentice and assures that:
 1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
 2. The RSI is coordinated with the on-the-job work experience.
 3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

	Mike Schaub
Signature of Program Sponsor	Print Name

- By the signature placed below, the training provider assures that:
 1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional-technical instructor (see WAC 131-16-060 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. 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 the related technical instruction.
 2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

	Mike Kelly
Signature of Training Provider	Print Name
Associate Dean for Workforce Education	Grays Harbor College
Title	Organization

(If additional training providers, please provide information and signatures on next page.)

SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

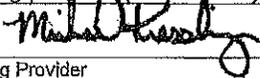
	Print Name	Date
Signature of SBCTC Program Administrator	Print Name	Date

SBCTC recommends approval SBCTC recommends return to sponsor

F100-519-000 RSI - Apprenticeship Related Supplemental Instruction (RSI) Plan Review Glossary of term

F100-521-000 Apprenticeship Related Supplemental Instruction (RSI) Plan Review Criteria

Additional training provider (if necessary)

	Michael Klessling
Signature of Training Provider	Print Name
Training Director	NW Line JATC
Title	Organization

Additional training provider (if necessary)

Signature of Training Provider	Print Name
Title	Organization

Additional training provider (if necessary)

Signature of Training Provider	Print Name
Title	Organization

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Sponsor: TOWN OF EATONVILLE	CENTRAL OFFICE:
Skilled Occupational	6/6/16 KR
Objective: LINEMAN	

NOTE: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and review committee.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration
 Defined 12-month school year
 2,000 hours of on-the-job training

Element/course: ELECT 111 (1st Year)	Planned Hours: 66
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study	
Provided by: Grays Harbor College	
Description of element/course: See Attached Description In ELECT 111, general safety, rigging, safe climbing practices and conductor sizes and types are introduced	

Element/course: ELECT 112 (1st Year)	Planned Hours: 66
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study	
Provided by: Grays Harbor College	
Description of element/course: See Attached Description In ELECT 112, WISHA safety rules, regulations, and definitions are explained and discussed; safe (pole) climbing practices are demonstrated and practiced; vector angles for safe rigging are demonstrated; and how to work on de-energized conductors is explained and demonstrated	

Element/course: ELECT 113 (1st Year)	Planned Hours: 66
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study	
Provided by: Grays Harbor College	
Description of element/course: See Attached Description In ELECT 113, angles, weights, and distance vectors for calculating safe rigging are explained and demonstrated. Equipment functions and definitions are taught. Grounding equipment is explained and demonstrated.	

Element/course: Camp Rilea (1st Year)	Planned Hours: 100
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study	
Provided by: NW Line JATC as registered with SSCC	
Description of element/course: OSHA 1910.269 Safety related training: (A) "Qualified Employee Training Requirements" Pole Top Rescue. (B) "Medical Services and First Aid" 1 ST AID/CPR update class	

(C) "Job Briefing"
 (D) "Hazard Energy Control (Lockout/Tagout) Procedures"
 (E) "Enclosed spaces"
 (F) "Personal Protective Equipment"
 (L) "Working On or Near Exposed Energized Part"
 (M) "Deenergizing Lines and Equipment"
 (N) "Grounding for the Protection of Employees"
 (O) "Mechanical Equipment"
 (P) "Overhead Lines"

Climbing Tools (Belt, Hooks & Safety Strap) care, wear, use and inspection.
 Line hardware identification.
 Wood pole characteristics, ground line inspection & pole tag information.
 Use of hand lines
 Conductor ties (copper ,aluminum, pre-formed)
 Rigging for dead-ending conductors.
 Rigging for insulator replacement on 115KV steel arm, H-structure
 Live tool identification, care & testing.
 Electrical circuit equipment & apparatus identification - energized and non-energized parts.
 Wear & care of insulating rubber gloves & blankets.
 Near misses and close calls, what they tells us.
 Worksite Single point, Equa-potential grounding and bonding.
 Safe climbing techniques on wood poles at 4', 10', 30' & 50'.
 Wood pole working position for different job tasks.
 Safe climbing technique on steel towers (50' tower).
 Job Briefing.
 Single point grounding,
 Pole-Top Rescue, Vault Rescue & Bucket Rescue.
 Before climbing inspection of wood poles.
 Pole-setting & replacement – by hand & with digger/derrick truck Pole framing on the ground & aloft.
 Conductor stringing, sagging, tying-in and dead-ending.
 Use of hand lines, grips, slings blocks, hoists, pole gins, tag ropes, drills & ladders.
 Rope inspection, knot tying, rope slicing and rigging with ropes.

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Element/course: ELECT 121 (2nd Year)	Planned Hours: 66
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study	
Provided by: Grays Harbor College	
Description of element/course: See Attached Description In ELECT 121, transformer wiring, vectors, functions, and proper grounding are introduced.	

Element/course: ELECT 122 (2nd Year)	Planned Hours: 66
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study	
Provided by: Grays Harbor College	
Description of element/course: See Attached Description In ELECT 122, WISHA safety rules, regulations, and definitions are explained and discussed; transformer theory and vectors are explained and demonstrated; and the proper use and care of protective cover and rubber goods is discussed and demonstrated.	

Element/course: ELECT 123 (2nd Year)	Planned Hours: 66
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study	

Provided by: Grays Harbor College

Description of element/course:
 See Attached Description
 In ELECT 123, "hot sticking", i.e. maintenance of live lines is explained and demonstrated and transformer wiring and vectors practice is continued

Element/course: Camp Rilea (2nd Year)	Planned Hours: 100
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Mode of instruction (please check all that apply):
 Classroom Lab On-line Self-study
 Provided by: NW Line JATC as registered with SSSC

Power Line Distribution Live-Line Maintenance (Hot-Sticking)
 Pole yard
 Topics covered & skills practiced

Topics covered:
 Federal OSHA Regulation 29 CFR 1910.269 safety related training.
 (a) "Qualified Employee Training Requirements"
 Pole-top and vault rescue were demonstrated and practiced
 (b) 1st Aid/CPR class for renewal, if needed
 (c) "Job Briefing"
 (e) "Enclosed Spaces"
 (g) "Personal Protective Equipment"
 (j) "Live-Line Tools"
 (l) "Working on or Near Exposed Energized Parts"
 (n) "Grounding for the Protection of Employees"
 (p) "Mechanical Equipment"
 (q) "Overhead Lines"
 Role of safety watcher.
 Live-line tool (hot-stick) identification.
 Single point grounding class and demonstration for transmission & distribution.
 Basic rigging, structure loading, slings, blocks & hoists.

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Skills practiced:
 Safe climbing technique (using safety strap).
 Job briefing.
 Rubber glove technique for 4KV.
 Installing rubber line hose & hoods.
 Installing mechanical jumpers - sticks & gloves.
 Using hot four-parted blocks - sticks & gloves.
 Live line tool and rubber glove, hot conductor tie
 Application & removal, copper and aluminum conductor ties.
 Dead-end insulator replacement - sticks & gloves.
 Arm replacement - stick, wire tongs & lever lifts.
 Arm replacement - 3 phase auxiliary arm.
 Install automatic conductor splice - sticks.
 Install automatic dead-end type conductor shoe - sticks.
 Install bolted type conductor dead-end device - sticks.
 Spread conductors onto hot-arms to prepare for conductor replacement
 Conductor replacement of inside pole yard - sticks - gloves.
 Use of nylon strap hoist & link stick.
 Hot pole replacement.
 Transformer bank installation.

Transformers
 Topics covered:
 Power generation.
 Transformer manufacturers voltage rating, winding diagram, terminal designation, KVA &

polarity explanation.
 Transformer nameplate information.
 Transformer grounding.
 Harmonic voltages.
 Ferroresonance.
 Primary system configurations wye & delta.
 Primary connections wye or delta - open or closed.
 Secondary coil connection series & parallel.
 Secondary connection wye, delta & open delta.
 Primary and secondary vector (phasor) diagramming.
 Angular displacement.
 Transformer grounding i.e.: case, floating wye, etc..
 Transformer paralleling.
 Common transformer connections.
 Uncommon transformer connection.
 Transformer trouble shooting.
 Hands-on transformer connections & trouble shooting.
 (miniature transformers both pole & pad-mount type)
 Single-point grounding demonstration for transmission & distribution.

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Element/course: ELECT 131 (3rd Year)	Planned Hours: 66
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: Grays Harbor College	
Description of element/course: See Attached Description In ELECT 131, AC theory is reviewed; transformers - three-phase voltages and connections and transformers -single-phase voltage and connections are explained and demonstrated.	

Element/course: ELECT 132 (3rd Year)	Planned Hours: 66
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: Grays Harbor College	
Description of element/course: See Attached Description In ELECT 132, substation construction, equipment, print reading and power harmonics is discussed and demonstrated.	

Element/course: ELECT 133 (3rd Year)	Planned Hours: 66
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: Grays Harbor College	
Description of element/course: See Attached Description In ELECT 133, a comprehensive review of all materials and subjects is made in preparation for the Journeyman Lineman exam.	

Element/course: Camp Rilea (3rd Year)	Planned Hours: 45
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> On-line <input type="checkbox"/> Self-study Provided by: NW Line JATC as registered with SSCC	

Description of element/course:

Transmission live-line maintenance (hot sticking)
Pole yard topics covered & skills practiced.

Topics covered:

Federal OSHA Regulation 29 CFR 1910.269

- (a) "qualified employee training requirements"
- (c) "job briefing"
- (d) "hazardous energy control (lockout/tagout) procedures"
- (g) "personal protective equipment"
- (j) "live-line tools"
- (l) "working on or near exposed energized parts"
- (n) "grounding for the protection of employee"
- (q) "overhead lines"

Role of safety watcher

Wear and care of rubber gloves and blankets

Grounding transmission structures

Transmission live line tool identification

Safe climbing technique wood & steel (using safety strap).

Job briefing.

Proper use of handlines, hoists & blocks.

Unpinning insulator from 115kv steel arm h-structure (10').

Proper grounding of transmission h & wishbone structures. (60')

De-energized insulator replacement wish-bone structure. (60')

Energized suspension insulator replacement on 115kv wish-bone.(60')

Energized steel i-beam arm replacement on 115kv h-structure.(60')

230kv de-energized suspension insulator replacement. (60')

230kv energized suspension insulator replacement. (60')

Sample Journeyman Test - review & discussion of results.

Rigging class covering synthetic rope, wire rope, hardware, knots, splices, breaking strengths, safety factors & safe working loads.

Single-point Equa-potential grounding & bonding.

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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Town of Eatonville
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Committee Representative Name: Kathy Linnemeyer
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Town Clerk	Town of Eatonville	5/2002	Current

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Pierce College	1997	1998	General	
Washington Finance Officers	2007	2016	Governmental Accounting	Certificate
NorthWest Public Power Association	2003	2004	Residential Energy Usage	Certificate
NW Energy Education Institute	2003	2003	Residential Energy Audits	Certificate

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD		
Local Gov U, RMSA U-	2012-2016	Human Resources, Management, Customer Service online courses.

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Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Town of Eatonville
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Committee Representative Name: Byron L. Allen
--

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Assistant Business Manager	International Brotherhood of Electrical Workers 483	May 2008	Present
Journeyman Lineman	Peninsula Light Co.	Sept. 2006	May 2008
Journeyman Lineman	City of Tacoma, Tacoma Power	March 1999	Sept. 2001
Journeyman Lineman	Maui Electric Co.	April 1991	3/1999
Journeyman Lineman	Delta-Montrose Electric Association	March 1985	April 1991
Apprentice Lineman	Delta-Montrose Electric Association	Sept. 1980	3/1999

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Mountain States JATC	9/1980	3/1985	Lineman Apprenticeship	Journeyman
Sangamon State University	9/1975	6/1977	Pre-Law	BA
Rock Valley Jr. Col.	9/1973	6/1975	Political Philosophy	AA
Rockford Auburn H.S.	9/1969	6/1973		H.S. Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD	
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Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Town of Eatonville
---------------------------------	--------------------

Committee Representative Name: Daniel G Sharpe
--

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Light Superintendent	Town of Eatonville	10/2012	Current
Lineman	Town of Eatonville	10/2010	10/2012
Lineman	Potelco Construction	6/2006	2008
Lineman	Town of Eatonville	11/1999	6/2006

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Grays Harbor College/NW Line JATC	2002	2005	Line Electrician	Journeyman Card

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
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Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From Town of Eatonville

(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Lineman	Pierce	\$27.66	01/01/2016

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