



**STANDARDS OF APPRENTICESHIP
adopted by**

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
CARPET, LINOLEUM & SOFT TILE LAYER	47-2041.00	8000 HOURS



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

APPROVAL:

JANUARY 31, 1964
Initial Approval

JANUARY 16, 2014
Committee Amended

JULY 19, 2012
Standards Amended (review)

APRIL 21, 2016
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS APPRENTICESHIP COMMITTEE

INTRODUCTORY STATEMENT

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

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

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

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

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

Sponsor Introductory Statement (Optional):

The following Standards of apprenticeship, Western Washington Carpet, Linoleum & Soft Tile Layers with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Registration Agency, govern the training of apprentices in this industry. These Standards were developed by the Northwest Floor Covering Association and the Carpet, Linoleum & Soft

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

Tile Layers Local Union No. 1238, in cooperation with the Seattle Independent Carpet & Linoleum Layers and Industrial Conference Board of Tacoma.

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 all of Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pierce, San Juan, Skagit, Snohomish, Thurston, and Whatcom Counties with headquarters in Seattle, Washington.

II. MINIMUM QUALIFICATIONS:

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

- Age: **Minimum eighteen (18) years of age.**
- Education: **High school or GED equivalent.**
- Physical: **Must be able to perform the work of the trade.**
- Testing: **N/A**
- Other: **Must have a valid Washington State driver license.**

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

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. **All applicants for the Apprenticeship shall apply at the office of the Coordinator of the Apprenticeship Committee. Applications will be available each Tuesday and Thursday from 10:00 AM till 3:00 PM. Upon showing proof of a High School Diploma, GED or equivalent and a valid driver's license and proof of Auto insurability, applicants will be placed in a pool of eligible candidates. To remain on this list, applicants must contact the training office on/or before the 1st business day of every month. They may contact the training office by writing, faxing, calling, emailing or appearing in person at the training office to sign in each month.**

**Western Washington Carpet, Linoleum & Soft Tile Layers Apprenticeship
Committee
6770 East Marginal Way South, Building E, Suite 102
Seattle, WA 98108
p 206-762-8332 x1000 f206-762-6433**

2. **Applicants who do not contact the apprenticeship office on/or by the 1st business day of every month will be removed from the "Eligible Applicant List".**
3. **Applicants will be registered from the "Eligible Applicant List" on a "first in first out" basis. Applicants must respond to a call to work within 48 hours. Unavailable applicants will be placed at the bottom of the list.**
4. **The apprenticeship office shall maintain a record of all applicants, the current status of all applicants pending and the final disposition of all applicants.**
5. **Prior to employment, all Applicants must successfully complete a "Strength, Math and Agility Assessment".**
6. **EXCEPTIONS:**
 - a. **(Direct Entry) Individuals relocated from another registered Floor Covering apprenticeship program or graduates of "Floor Coverings Training Classes" at Job Corps may receive direct entry into apprenticeship registration provided jobs are available and they meet the minimum requirements.**

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

- b. (Direct Entry) The JATC may pierce the Eligible Applicant List to satisfy women and minority affirmative action apprentice utilization requirements mandated by government agencies. The JATC shall follow any WSATC prescribed selection method(s).**
- c. (Direct Entry) US Military Veterans with documented proof of veteran status and who meet the minimum qualifications of these standards may be given direct entry into this program providing that work is available with an approved training agent.**
- d. (Direct Entry) An employee of a non-signatory employer, not qualifying as a journey-level worker, upon the employer becoming signatory, shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training. This is a method of direct entry into the apprenticeship program, whereby all other minimum qualifications are waived.**

For such applicants to be considered they must:

- (1) Complete an application form.**
 - (2) Provide an official transcript for high school or post high school education.**
 - (3) Must have a valid Driver's License**
 - (4) Must show proof of active auto insurance.**
 - (5) Verified Documentation to substantiate previous employment and experience.**
 - (6) Provide official documentation to show that the applicant was an employee performing Floor Coverings work prior to the employer becoming signatory.**
- e. (Direct Entry) An individual who signs an authorization card during an organizing effort, wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC using consistent standard, non-discriminatory means, and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training. This is a**

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

method of direct entry into the apprenticeship program, whereby all other minimum qualifications are waived.

For such applicants to be considered they must:

- (1) Complete an application form.**
 - (2) Provide an official transcript for high school or post high school education.**
 - (3) Must have a valid Driver's License**
 - (4) Must show proof of active auto insurance.**
 - (5) The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.**
 - (6) Provide official documentation to show that the applicant was an employee performing Floor Covering work prior to signing the authorization card.**
- f. (Direct Entry) Registered Native Americans who have secured work under TERO or equivalent tribal regulations and/or tribal contract requirements, may receive direct entry into Apprenticeship provided:**
- (1) The Employer is an Approved Training Agent of these Standards.**
 - (2) The Applicant has met the Minimum Qualifications.**
- g. (Direct Entry) An employee who has secured work under a local government Housing Authority, may receive direct entry into Apprenticeship provided:**
- (1) The Employer is an Approved Training Agent of these Standards**
 - (2) The Applicant has met all of the Minimum Qualifications**
- h. (Direct Entry) Graduates of WSATC recognized Apprenticeship Preparation Programs may receive direct entry into apprenticeship registration provided jobs are available and they meet the minimum requirements.**

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

- i. (Direct Entry) Pre apprentice or Utility Workers who have been working for a Training Agent for a minimum of six (6) months as a pre-apprentice may receive Direct Entry into the Apprenticeship Program. Upon request of the Training Agent, the Committee reserves the right to make exceptions to the Selection Procedure in considering applicants having Pre Apprentice or Utility Worker experience. However, no Pre-Apprentice or Utility Worker will be allowed direct entry with less than two hundred (200) hours working experience.**

- j. (Direct Entry) The JATC may enter a floor layer into apprenticeship registration at the request of an employer signatory to a DC#5 Floor Layer CBA who meets the minimum qualifications but does not have journey level skills. The employee shall be evaluated by the JATC, using consistent standard, non-discriminatory means, and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training. Only individuals who were hired and are currently employed as employer recognized "journey" workers, and who upon referral and evaluation match skills of a third bracket or higher apprentice, may receive direct entry under this section.**

B. Equal Employment Opportunity Plan:

The sponsor shall do the following to help meet equal employment opportunity obligations and affirmative action goals:

- 1. Cooperate with school boards, community colleges and/or vocational schools to develop programs which prepare students for entrance into apprenticeship.**

- 2. Disseminate information within shops concerning equal employment opportunity and apprenticeship openings. Expand contractor networking process to assess contractors needs and encourage maximum apprentice utilization.**

- 3. Encourage the use of pre-apprenticeship training and give equal opportunity for admission into the program to pre-apprenticeship program graduates. Participate in minority and women's pre-apprenticeship program sessions, including those conducted by ANEW and Job Corps.**

- 4. Attend job fairs and career fairs for outreach and positive recruitment, and to distribute information about the nature of the Floor Coverings apprenticeship program, minimum admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

5. **Conduct a sustained one-on-one outreach and positive recruitment effort for minority and female candidates. Log and followup with all minority and female candidates expressing interest in the program. Conduct one on one interviews, provide encouragement for apprentice candidate placement & waitlist sign ups, and facilitate entry of minority and women candidates into the program.**
6. **Utilize minority and female apprentices and journey-level workers as recruiters and lay support through the IUPAT District Council 5 Women in the Trades Committee(s).**
7. **Monitor and report to the JATC and Apprenticeship Trust on a quarterly basis women and minority participation numerical information in comparison with compared to goals and timetables (as adopted with technical assistance from the Department).**

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

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

The term of apprenticeship shall be 8000 hours of reasonably continuous employment. A minimum of 1500 hours of work per year may be considered as reasonably 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)]:

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.

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period 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)].

- A. Residential will apply to any installation, replacement, or service in a single-family residence. The ratio shall therefore apply to the job site.**

1 journey-level worker steadily employed - 1 apprentice may be hired.

- B. Commercial will apply to any floor covering in a Commercial building. The ratio shall therefore apply to the jobsite.**

1 journey-level worker steadily employed - 1 apprentice may be hired.

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.

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	50%
2	1001 - 2000 hours	60%
3	2001 - 3000 hours	70%
4	3001 - 4000 hours	75%
5	4001 - 5000 hours	80%
6	5001 - 6000 hours	85%
7	6001 - 7000 hours	90%
8	7001 - 8000 hours	95%

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

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)]

As new products arise that fall within the reasonable scope of work of this program, they will be integrated into the training curriculum.

Work in the carpet, linoleum, vinyl and resilient tile "trade" is varied to the extent that a majority of the shops do not have all the work opportunities for the apprentice which will prepare the apprentice to participate in all phases of the trade if given the opportunity. Following is an outline of the work experience necessary for a bona fide apprenticeship and shall be followed insofar as conditions will warrant.

A. <u>Carpet, Linoleum & Soft Tile Layers:</u>	<u>Hours</u>
1. Floor coverings	
a. Sheet goods	2300
(1) Vinyl, cushion vinyl, roto grave, solid vinyls	
(2) Sheet rubber flooring	
(3) Linoleum	
(4) Safety Flooring	
(5) Inlaid	
(6) Application and installations	
(7) Preparation of existing sub-surfaces	
(8) Measuring, cutting, fitting and layout of materials	
(9) Flatlay, cove work	
(10) Metals and trim	
(11) Special tools	
(12) Proper application and selection of adhesives	
(13) Underlayment, Treatments	
(14) Pattern matching	
b. Tile.....	2000
(1) Vinyl composition tile	
(2) Solid vinyl tile	
(3) Radial tile	
(4) Rubber tile	

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

- (5) Asphalt tile
 - (6) Linoleum Tile
 - (7) Cork tile
 - (8) Wall tile non-ceramic
 - (9) Stair treads (vinyl and rubber)
 - (10) Applications and installation
 - (11) Prep work, layout, cutting and fitting
 - (12) Rubber and vinyl base
- c. Carpets2000
- (1) Carpet tiles
 - (2) Rolled goods
 - (3) Glue down (proper adhesives and seam treatments)
 - (4) Power stretching
 - (5) Tackless, special tools and trims
 - (6) Circular stairs, dog leg, straight, floating, capping
 - (7) Hand sewn seams, glued tape seams, hot melt seams methods
 - (8) Binding
2. Countertops:800
- a. Plastic laminate (safety with adhesives)
 - b. Linoleum
 - c. Vinyl sheet goods
 - d. Rubber sheet goods
 - e. Metals and trims
 - f. Applications and installations
 - g. Cutting, fitting, layout
3. Wallcoverings600
- a. Vinyl
 - b. VCT tile
 - c. Linoleum
 - d. Carpet
 - e. Rubber wall coverings
 - f. Acoustic Coverings
 - g. Plastic laminate and wallboard (Marlite type)

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

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

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

- twelve-month period from date of registration.*

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

- () 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 144 hours of RSI per year, up to a total of 576 hours of RSI over the course of their apprenticeship.

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. Apprentices employed under these Standards are required to apply themselves with diligence to the various assigned tasks. They are to protect the property and interest of their employer and their coworkers. They are to conduct themselves at all times in a credible manner, realizing that time, money and effort are expended in affording them the opportunity to become a skilled craftsman**
- 2. Apprentices will not be given job assignments, which interfere with attendance at school and must be afforded an opportunity to be trained on**

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

all work available in the shop. Appropriate sanctions will be imposed upon employers or apprentices who falsify or cause to be falsified any work records or reports required by the Committee. Apprentices are required to observe good personal hygienic habits and maintain a reasonably neat personal appearance.

3. School Attendance:

- a. Apprentices are expected to attend all scheduled and assigned classes. A "class" is 4 hours or that number of hours in a full day or block classes.**
- b. Any apprentice failing to be in class on time, or not remaining until dismissed by the instructor will be considered to have missed the class.**
- c. Apprentices shall not work overtime or out of town if it interferes with their attendance at related instruction classes.**

NOTE: Apprentices that are required to work their shift at night for their employer on their assigned class night may do so ONLY after a written letter by the Owner and/or Shop Superintendent has been received by the Apprenticeship Office and followed up with a phone call by the Training Coordinator.

Upon approval by the Training Coordinator, the apprentice will be counted as absent with the condition that the apprentice must attend assigned make-up classes to comply with the required 144 hours per year. If classes are not made up prior to his/her next scheduled raise, the apprentice will be counted as absent. Absences then will be handled within the rules stated in Section X, Article A, Paragraphs 3(d), 3(e), and 3(f) of these standards.

- d. Each apprentice will be allowed only (1) one absence from class in any quarter. All absences will be made up as assigned by the coordinator**
- e. Any apprentice who is absent from their assigned class two (2) times in the same quarter will have their apprenticeship extended one month and stay at their present rate of pay one additional month.**
- f. Any apprentice who is absent from class three (3) times in the same quarter can be suspended from class and job. The apprentice will then be required to appear before the JATC, with a representative from their employer invited, at the next scheduled JATC meeting. Failure to appear will result in disciplinary action, suspension, or cancellation of their Apprenticeship Agreement.**

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

- g. All class absences must be made up prior to the next scheduled step/percentage increase. If absences are not made up prior to the next scheduled step/percentage increase, the increase will not be in effect until the next working day after the missed classes have been made up.**

4. Tuition

- a. All apprentices are responsible for their own tuition and parking fees.**
- b. Tuition must be paid on or prior to the first class in each quarter. Students who do not pay their quarterly tuition on time will not be allowed in class and will be counted as absent until the tuition is paid in full. Absences then will be handled within the rules stated in Section X, Article A, Paragraph's 3(d), 3(e), and 3(f) of these standards.**

5. Student Grades

- a. A grade average of 80% or higher must be maintained to receive a passing grade on any test unless otherwise stated.**
- b. A grade average of 79.9% or less is not acceptable and the apprentice will be required to retake the test.**
- c. An apprentice may request to retake a failed test in order to receive a passing grade. The minimum passing grade for a retake is 85%.**
- d. If the apprentice does not pass the test a second time, he/she will remain at their present rate of pay until he/she can pass.**
- e. Repeating the failed class may be necessary. If so, the apprentice will remain at his/her present rate of pay for a period necessary to pass the failed class.**

6. Work hours and Restrictions

- a. The apprentice shall work the same hours as the journey-level worker and shall work under the supervision of a journey-level worker at all times, with the exception that during the last six (6) months of apprenticeship, the apprentice may work alone.**
- b. At no time during his/her apprenticeship, including his/her last six months, shall an apprentice be put in charge of a jobsite, or take on the responsibilities of foreman/supervisor/lead person.**

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

- c. Each apprentice shall maintain regular on the job attendance, unexcused absences, and/or tardiness will not be tolerated by this program. Apprentices shall not have the right to quit an employer without the prior approval of the training coordinator. Failure to comply with the above language in this section by the apprentice could be just cause for suspension, cancellation, or other disciplinary action by the JATC.

7. Work Progress reports

- a. Work progress record sheets must be filled out by the apprentice, signed by the foreman or supervisor, and turned in by the last working day of the following month. Work progress sheets may be given to the instructor during the school term. One worksheet is due for each month the apprentice is in the program whether he/she worked any hours that month or not.
- b. Work progress sheets will be accepted by the coordinator only when they have been filled in correctly by the apprentice and **SIGNED BY THE FOREMAN, SUPERVISOR, or JOURNEY-LEVEL WORKER.**
- c. An apprentice will not *receive* a wage step/percentage increase until all work progress report sheets are up to date and turned in to the Apprenticeship Office.
- d. In addition, the term of apprenticeship may be extended one (1) month for each month the work progress report sheet is late.
- e. If an apprentice fails to turn in three (3) consecutive months of work progress report sheets, he/she can be *removed* from the job until all work progress report sheets have been turned in and are up to date.

8. Student Conduct:

- a. If any apprentice fails to conduct themselves within the *above* guidelines or is a constant disruption in class, they will be required to appear before the JATC for possible discipline, suspension, or cancellation.
- b. Any apprentice that enters any class or the Apprenticeship and Training Office under the influence of drugs or alcohol and/or is physically or verbally abusive to other apprentices, instructors, staff of the Community College, the Coordinator or Training Office Staff will be *removed* from class by the Coordinator or Instructor and counted as absent. Should this happen, he/she will be suspended from

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

**class and be required to appear before the JATC for possible
discipline, suspension or cancellation**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

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

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

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

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

WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS APPRENTICESHIP COMMITTEE

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

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

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

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

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.

WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS APPRENTICESHIP COMMITTEE

- Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - 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:

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

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

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

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may 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.

WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS APPRENTICESHIP COMMITTEE

7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

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

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: A quorum shall consist of one (1) member representing management and one (1) member representing labor. The unit vote system shall prevail.

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

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

The Apprenticeship Committee shall be composed of four (4) employer members representing the Northwest Floor Covering Association, and four (4) members representing Carpet, Linoleum and Soft Tile Layers' Union No. 1238.

The employer representatives shall be:

**Susan Bittner, Chair
205 S. Dawson
Seattle, WA 98108**

**Nick Ross
20628 Broadway Ave
Snohomish, WA 98296**

**Kevin Sutherland
210 S. River St
Seattle, WA 98108**

**Mike Quinton
16507 140th Pl. NE
Woodinville, WA 98072**

The employee representatives shall be:

**Philip Lindquist, Secretary
6770 E. Marginal Way S. Bldg E
Seattle, WA 98108**

**Scott Nelson
13103 67th Ave.
Arlington, WA 98223**

**Brady Smith
5529 Lowell Road
Everett, WA 98203**

**Patrick McNerthney
1532 NE Brockman Pl.
Seattle, WA 98125**

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

**WESTERN WASHINGTON CARPET, LINOLEUM & SOFT TILE LAYERS
APPRENTICESHIP COMMITTEE**

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.

**Todd Pierce, Coordinator
6770 East Marginal Way S
Bldg E. Ste 102
Seattle, WA 98108**

**Mark Beaufait, Training Director
6770 East Marginal Way S
Bldg E. Ste 102
Seattle, WA 98108**