



**STANDARDS OF APPRENTICESHIP  
adopted by**

**SEATTLE AREA ROOFERS APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
<b>ROOFER</b>	<b>47-2181.00</b>	<b>5000 HOURS</b>



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

**APPROVAL:**

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Standards Amended (review)

JULY 16, 2015  
Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

## SEATTLE AREA ROOFERS 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, Seattle Area Roofers, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in this industry.**

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These Standards have been developed by members of the Employers Association and by members of the Roofers Union, assisted by the Washington State Apprenticeship and Training Council.

### **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, Island, Jefferson, King, Kitsap, Mason, San Juan, Skagit, Snohomish, 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: **They shall be at least 18 years of age at time of application and provide acceptable picture identification showing birth date.**

Education: N/A

Physical: **They shall be physically capable of performing the work of the trade.**

Testing: N/A

- Other:
- 1. Applicants must have sufficient English comprehension to complete the application for apprenticeship without assistance.**
  - 2. Applicants shall present at time of application documentation to verify employment eligibility (to fulfill I-9 requirements).**

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

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

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

### A. Selection Procedures:

- 1. Applications will be available to anyone who is interested subject to restrictions accepted by the Washington State Apprenticeship and Training Council. Applications will be available only through the Seattle Area Roofers Joint Apprenticeship Office located at 2800 First Avenue, Room 320, Seattle, Washington.**
- 2. All application blanks are numbered to account for each one. There will be a "Record of Apprentice Applicants" on which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the applicant's printed name and the progress, by dates, and final disposition.**
- 3. Applicants must fill out the application completely and legibly, providing acceptable picture identification before any application will be considered. Upon receipt of the applicants properly filled out application and documentation to verify minimum qualifications in Section II, the applicant will be placed on a waiting list with other applicants.**
- 4. Applicants must maintain their name on the waiting list by checking in each month and stating that they are available for work. Failure to do so will result in the applicant being removed from the pool of eligible applicants.**
- 5. Applicants who wish to be evaluated by the Committee for advanced standing will furnish a written work history of previous experience in the roofing industry at time of application. Applicants requesting advanced standing may be assigned a tentative percentage rate for evaluation purposes.**

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- 6. Applications for apprenticeship shall be considered for two (2) years from date of application. Applications older than two (2) years will not be considered.**
- 7. The applicant will submit to drug testing if it is a condition of employment and must pass with a negative finding.**
- 8. After the applicant has met the minimum qualifications they will be notified of the next Seattle Area Roofers Orientation class. Applicants must attend an orientation prior to apprentice registration. Once the applicant attends and successfully completes an orientation class, they will be eligible for assignment to an approved training agent. (Exceptions may be made regarding class completion when the demand for new apprentices exceeds availability and as determined by the Apprenticeship Committee).**
- 9. After selection as an apprentice, but prior to registration, applicant must provide proof of dependable transportation (such as vehicle registration) to jobsites within the geographic area of these standards.**
- 10. At the time of registration, applicants will be provided with trade related safety instruction and/or trade related safety materials.**
- 11. An applicant's employer shall be notified of his/her selection, effective date of registration and percentage rate and shall be provided with the apprentice ID number after being registered with the Washington State Apprenticeship and Training Council.**
- 12. Applicants may be registered year round, but will be accepted into related supplemental instruction only at the commencement of class each new school year.**
- 13. Applicants who fail to comply with the selection procedures or who refuse employment may be denied acceptance into the Apprenticeship Program.**
- 14. Alternative Selection Method (EXEMPTIONS):**
  - a. (Direct Entry) An employee of a non-signatory employer not qualifying as a journeyman when the employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.**
  - b. (Direct Entry) An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed the authorization cards, whether or not the employer**

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becomes signatory, and is an employee of a non-signatory employer, and does not qualify as a journey person, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Provided:

- (1) The applicant is at least 18 and provides acceptable picture ID as proof.
- (2) The applicant can present documentation to meet I-9 requirements.
- (3) The applicant has sufficient English comprehension to complete apprenticeship application without assistance and can comprehend and use roofing related safety information.
- (4) The applicant must be employed by an Approved Training Agent of the Seattle Area Roofers Apprenticeship program at time of apprenticeship registration.
- (5) Applicant will submit to drug testing, if it is a condition of employment and must pass with negative findings. Positive findings will result in the denial of entry by this method.

**15. Alternative Selection Method: Transfers.**

**(Direct Entry) Individuals relocating from other state or ATELS approved apprenticeship programs may receive direct entry into apprenticeship registration provided they meet all other minimum qualifications.**

**16. Alternative Selection Method: New Approved Training Agents:**

**(Direct Entry) When an employer is added as an Approved Training Agent for the Seattle Area Roofers Apprenticeship program, their non-journey level employees shall receive direct entry into an apprenticeship as soon as they meet the minimum qualifications. These individuals shall be evaluated by the committee and placed at the proper step of apprenticeship in a non-discriminatory manner.**

**17. Alternative Selection Method: Helmets to Hardhats**

**(Direct Entry) US Military Veterans with documented proof of being Helmets to Hardhats participants and meet the minimum qualifications of these standards may receive direct entry into this program providing that any individuals that have been on the eligible applicant list for a minimum of six months (or less if the applicant list is exhausted) have had the opportunity to go to work first and work with an approved training agent.**

**18. Alternative Selection Method: TERO (Tribal Employment Rights Office)**

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**(Direct Entry) Registered Native Americans who have secured work under a TERO project or equivalent regulations and/or tribal contract requirement may receive direct entry into apprenticeship provided the employer is an approved training agent of these standards and the applicant meets all minimum qualifications.**

### B. Equal Employment Opportunity Plan:

- 1. Grant credit for previous trade experience or trade-related courses for all applicants equally.**
- 2. The committee may select from the list of qualified applicants for apprenticeship, in other than order of ranking, so as to reach women (minority and non-minority).**
- 3. Participate in workshops conducted by employment service agencies, community or technical colleges, and community based organizations to increase awareness of apprenticeship programs and apprenticeship opportunities of the sponsor.**
- 4. Participate in existing outreach programs whose focus in the recruitment and preparation of minority and female apprenticeship applicants.**

### 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 not less than 5000 hours of reasonably continuous employment. The Committee reserves the right to rotate apprentices amongst participating employers to ensure a well rounded apprentice.**

## 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 agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 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)].

**Employers who employ one journey-level worker may employ one apprentice and for each additional one journey-level worker employed, they may employ an additional apprentice per 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.

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Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>50%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>60%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>70%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>80%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>90%</b>
<b>6</b>	<b>Over 5000 hours</b>	<b>100%</b>

**Apprentices with previous experience may be granted work hour and/or class credit and placed in the appropriate wage bracket by the Apprenticeship Committee. The Apprenticeship Committee reserves the right to freeze an Apprentice at his/her last wage percentage rate attained if the Apprentice's progress is not satisfactory. (See Section X. A. & B. under Wage Progression)**

**Existing Apprentices as of October 16, 2013 will retain their current hourly pay rate until eligible for their next increase.**

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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. Roofer Approximate Hours**

**During apprenticeship, the roofer/waterproofer apprentice shall receive such instruction and experience in all branches of the roofing/waterproofing trade including the preparation of material for installation, as are necessary to develop a practical and skilled tradesman versed in the theory and practice of the trade. The apprentice shall also perform such duties in the shop and on the job as are commonly related to a roofer/waterproofer apprentice. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the geographical area.**

**The major work processes in which apprentices will be trained (although not necessarily in the order listed below) and the total hours (not necessarily continuous) to be spent are as follows:**

<b>1. Shop work, handling and preparing of materials and preparation of substrate to receive roofing/waterproofing membrane .....</b>	<b>2000</b>
<b>2. Application of roofing/waterproofing membrane to prepared substrate.....</b>	<b>2000</b>
<b>3. Maintenance and repair of existing roofing/waterproofing membrane. ....</b>	<b>1000</b>
<b>TOTAL HOURS:</b>	<b><u>5000</u></b>

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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):  
**Roofing 1 authored by Seattle Area Roofers Apprenticeship Committee.  
Pertains to 1st year course of instruction.**
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Once the Roofing 1 Correspondence Course is assigned, it must be completed in full.**

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

- twelve-month period from date of registration.\*
- defined twelve-month school year: **September** through **June**. \*As defined under "**Additional Information B**" below.
- two-thousand hours of on the job training.

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

Additional Information:

- A. Apprentices shall be required to pay all tuition and book fees prior to commencement of each class.**
- B. Enrollment in apprenticeship classes for all apprentices registered after the first class will be deferred until the next school year.**
- C. The Apprenticeship Committee recommends that the courses for the apprentice shall be limited to those who are actually apprentices to the trade in accordance with these Standards.**
- D. Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.**
- E. Supervised field trips are mandatory and are in addition to the required related/supplemental instruction.**
- F. In the event an apprentice has completed all of their required RSI, but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the Committee.**

### **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

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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

**All parties participating under the Apprenticeship Standards agree to abide by any such determination of the Washington State Apprenticeship and Training Council.**

**Disciplinary action resulting from violation of conditions apprenticeship must adhere to below will be taken by the Apprenticeship Committee or designated representative (designee), excluding cancellation of the apprenticeship agreement. All decisions of the designee are open to appeal by the apprentice to the Apprenticeship Committee (excluding those within their initial probationary period.)**

#### 1. Work Progress Reports:

- a. **Apprentices must submit monthly progress reports of work experience performed each month as directed.**
- b. **Work progress reports must be submitted to the Apprenticeship office no later than the 15th of the following month. Failure to submit work progress reports timely may result in disciplinary action by the Apprenticeship Committee or designee.**

#### 2. Wage Progression

- a. **Wage increases will not be automatically granted.**
- b. **The Apprenticeship Committee will evaluate the progress of each apprentice after every 1000 hours of employment or sooner. All parties participating under the Standards of Apprenticeship may be asked for a report on each apprentice.**

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- c. All pertinent information regarding the apprentice's training will be considered by the Apprenticeship Committee of designee prior to each wage increase according to the schedule in Section VII.
  - d. Pertinent information includes, but will not be limited to the following:
    - (1) Attendance at work and school
    - (2) Evaluation concerning satisfactory progress during on-the-job and classroom training, including supplemental training and test scores.
    - (3) Employer and Instructor evaluations.
    - (4) Attitude of the apprentice both at work and at school.
    - (5) Regular submission of work progress reports.
  - e. Each apprentice must possess a valid First Aid/CPR card and Fall Protection/Competent Person Training before promotion to the next wage progression step.
  - f. If progress is not satisfactory, the Apprenticeship Committee may FREEZE or REDUCE an apprentice's wage rate.
3. Class Attendance:

Attendance shall be temporarily excused for sickness or injury requiring doctor's care, for out-of-town work for a participating employer, for working late for a participating employer or other reasons accepted by the Committee.

- a. Excuses for medical reasons must be on doctor's stationary, signed and dated. Excuses for out-of-town work or for working late must be signed by the employer and note the date missed or late. Excuses for other than medical or work related reasons must be submitted by the apprentice in writing to the Apprenticeship Office within 14 days of absence.
- b. Submitting an excuse is the sole responsibility of the apprentice. Failure of a third party to submit an excuse on behalf of an apprentice shall not relieve the apprentice of responsibility.
- c. Any unexcused absence from class may result in disciplinary action.
- d. If an apprentice fails to attend a minimum of 144 hours of related supplemental instruction in any year due to excused absences that apprentice may be required by the Committee to retake that year's related supplemental instruction or any part thereof.

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### 4. Disciplinary Action:

- a. **Disciplinary action shall be taken when an apprentice engages in conduct or demonstrates behavior, which is inconsistent with or contrary to the List of Rules and Policy Statement (see Section X.B.) or ordinary, reasonable, common sense rules of conduct necessary to the welfare and continued successful operation of the Seattle Area Roofers Apprenticeship Program.**
- b. **Reasons for disciplinary action shall consist of but not be limited to any of the following as pertaining to work; related supplemental training; other training; while serving as an employee or representative of the Seattle Area Roofers Apprenticeship Program or of a participating employer;**

**Dishonest or fraudulent acts**

**Safety violations**

**Not reporting accidents**

**Consumption of or being under the influence of alcohol, narcotics, intoxicants or other controlled substances**

**Insubordination**

**Lateness or absence from work or class**

**Misuse, damaging or destroying property**

**Smoking in restricted areas**

**Unsatisfactory work performance**

**Horseplay, fighting, abusive language**

**Discrimination**

**Violation of State or Federal Law**

### 5. Safety Violations:

- a. **Any apprentices named in a safety violation notice filed with this program will receive a copy of that violation notice to their last known address.**
- b. **If in the initial probationary period the apprentice may be canceled or receive other disciplinary action for one or more violations.**
- c. **Apprentices who have completed their initial probationary period may be cited before the Committee for disciplinary action after receiving a safety violation citation.**

### 6. Suspension Classification:

**After completion of the stated initial probationary period, an apprentice may request to be placed in the "Suspension Classification" on the**

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following basis: (1) Request is made for placement in such classification by the apprentice in writing, (2) The suspension be available for a maximum time of one year, however, the Committee may extend such period of time on the basis of extraordinary circumstances, (3) An apprentice in the Suspension Classification must present a written request for return to active status, or the Apprenticeship Agreement will be canceled immediately.

### 7. Disciplinary Procedures:

- a. Disciplinary action may be taken for violations of the conditions set forth in these Standards of Apprenticeship or if satisfactory progress is not maintained in on-the-job and RSI training. Disciplinary action described below will be taken by the Apprenticeship Committee, except that disciplinary action that consists of withholding the periodic wage progression may be taken by the Apprenticeship Committee designee (open to appeal by the apprentice to the Apprenticeship Committee, except those within their initial probationary period).
- b. Disciplinary action shall consist of withholding of the periodic wage advancement, suspension or cancellation of the Apprenticeship Agreement, assessment of additional work hours prior to advancement to the next wage progression, reduction in percentage of journey level wage of not more than 10%, disciplinary probation or other action not in violation of the Washington State Apprenticeship Act (RCW 49.04) or the Federal Labor Standards Act (29 CFR 29).
- c. Apprentices who refuse employment may be canceled or receive other disciplinary action.

### 8. Other:

Apprentices canceled for violation of the apprenticeship standards and who wish to reapply will have their applications submitted to the Committee for consideration. Anyone denied may not reapply for one year. Anyone re-registered shall be required to repay any registration fees paid by the program during any prior registration.

### B. Local Apprenticeship Committee Policies

## SEATTLE AREA ROOFERS APPRENTICESHIP PROGRAM LIST OF RULES & POLICY STATEMENT

The Seattle Area Roofers Apprenticeship Program is managed according to the Standards of Apprenticeship as submitted to and approved by the Washington

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**State Apprenticeship and Training Council. A joint labor/management Apprenticeship Committee administers and runs The Program.**

**Following, you will find a summary of the rules of this program. Consult the Standards of Apprenticeship for a complete list of operating rules and procedures. These standards govern the training of roofing apprentices.**

**A copy of the Standards of Apprenticeship is available in this office when you wish to see them. You will receive a personal copy of the Standards of Apprenticeship after you become an apprentice. The apprenticeship office staff will gladly answer your apprenticeship questions. You should submit complaints in writing to the Apprenticeship Committee.**

### **1. ELIGIBILITY: (Prior to selection and registration as an apprentice)**

**You must maintain your name on the waiting list by checking in each month and stating that you are available for work. Failure to maintain your name on the waiting list will void your application. Refusing employment as an apprentice may cause your application to become void.**

### **2. CLASS ATTENDANCE:**

**Upon acceptance and registration as an apprentice, you are responsible for fees associated with Related Supplemental Instruction, including tuition and book fees. You must pay these fees on or before their due date. We will require that you attend classes and related training as directed by the Apprenticeship Committee.**

**It will be your responsibility to be on time for class and sign the attendance sheet to receive credit for class attendance. Apprentices will not attend class while under the influence of drugs or alcohol.**

**You must submit a doctor's excuse within fourteen days of any absence caused by medical reasons. You must submit an employer's excuse within fourteen days of any absence caused by any requirement that you work late or that you work out of town. You will be held responsible for the submission of any excuses, not your doctor or your employer. The Apprenticeship Committee or designee may deny any excuse you submit late.**

**As an apprentice you will conduct yourself in a way that is consistent with ordinary, reasonable, common sense rules of conduct. You agree that if you do not attend classes as directed the Apprenticeship Committee or designee may assess disciplinary action as described in the Standards of Apprenticeship or may be cancelled by the Apprenticeship Committee.**

### **3. PROGRESS REPORTS:**

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**We will require that you complete and turn in work progress reports as directed. You agree that if you do not submit work progress reports as directed the Apprenticeship Committee or d designee may assess disciplinary action as described in the Standards of Apprenticeship or may be cancelled by the Apprenticeship Committee**

### **4. WAGE PROGRESSION:**

**As an apprentice, your permanent file will be subject to review by the Apprenticeship Committee before each wage advancement decision. We will ask that your employer and your instructor evaluate your progress before each wage advancement decision.**

**Wage increases are not automatically granted. The Apprenticeship Committee decides whether you will receive a raise. All pertinent information regarding the Apprentice's training may be considered by the Committee prior to upgrading. This may include but will not be limited to classroom attendance, work attendance, progress reports, attitude, test scores, instructor and employer evaluations, on-the-job training progress and supplemental training.**

**Each apprentice must possess a valid First Aid/CPR Card and Fall Protection Competent Person Training before promotion to the next wage progression step and before promotion to journey level worker and awarding the Certificate of Completion.**

**The Apprenticeship Committee reserves the right to FREEZE your rate or REDUCE your rate if your progress is not satisfactory.**

### **5. OTHER:**

**Apprentices canceled for violation of the Apprenticeship Standards and who wish to reapply will have their applications submitted to the Apprenticeship Committee for consideration. Anyone denied may not reapply for one year.**

**If you refuse employment when we offer it the Apprenticeship Committee may cancel your apprenticeship agreement or assess any other disciplinary action as allowed in the Standards of Apprenticeship.**

**SEATTLE AREA ROOFERS APPRENTICESHIP COMMITTEE**

**I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE RULES AND POLICIES AS PRESENTED HERE AND IN THE STANDARDS OF APPRENTICESHIP. I ACCEPT THE OBLIGATIONS OF APPRENTICESHIP THAT WILL ACCOMPANY THE APPROVAL AND ACCEPTANCE OF THIS APPLICATION.**

**I NOW AGREE THAT DURING THE TERM OF MY APPRENTICESHIP AGREEMENT, I WILL COMPLY WITH AND BE BOUND BY ALL APPLICABLE RULES AND REGULATIONS OF THE WASHINGTON STATE APPRENTICESHIP AND TRAINING COUNCIL AND ALL RULES, POLICIES, REGULATIONS AND AMENDMENTS THERE TO ADOPTED BY THE SEATTLE AREA ROOFERS APPRENTICESHIP PROGRAM AND THEIR APPLICABLE STANDARDS.**

\_\_\_\_\_  
**Apprentice's Signature**

\_\_\_\_\_  
**Date**

## SEATTLE AREA ROOFERS APPRENTICESHIP COMMITTEE

### 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
- 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

## SEATTLE AREA ROOFERS APPRENTICESHIP COMMITTEE

- 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.

- 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)

## SEATTLE AREA ROOFERS APPRENTICESHIP COMMITTEE

- 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.

## **SEATTLE AREA ROOFERS APPRENTICESHIP COMMITTEE**

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.
  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:**

## SEATTLE AREA ROOFERS APPRENTICESHIP COMMITTEE

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: **SEE ABOVE**

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

**SEATTLE AREA ROOFERS APPRENTICESHIP COMMITTEE**

The employer representatives shall be:

**John Huber, Chairman  
Meyer Brothers Roofing  
18211 E Valley Hwy.  
Kent, WA 98032**

**Gene Meyer  
Meyer Brothers Roofing  
18211 E Valley Hwy.  
Kent, WA 98032**

**Herb Gette  
SQI Inc.  
3821 South Road  
Mukilteo, WA 98275**

The employee representatives shall be:

**Gregg Gibeau, Secretary  
2800 First Avenue, Room 320  
Seattle, WA 98121**

**Phil Mansfield  
2800 First Avenue, Room 320  
Seattle, WA 98121**

**Steve Hurley  
2800 First Avenue, Room 320  
Seattle, WA 98121**

**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.

**Gregg Gibeau, Coordinator  
2800 First Avenue, Room 320  
Seattle, WA 98121**