



**STANDARDS OF APPRENTICESHIP  
adopted by**

**PIERCE COUNTY 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 Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

JULY 18, 1969  
Initial Approval

JULY 21, 2016  
Committee Amended

APRIL 21, 2016  
Standards Amended (review)

JULY 21, 2016  
Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

## PIERCE COUNTY 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, Pierce County 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 employers and members of the Roofers Union Local #153 assisted by the State Apprenticeship and Training Division, Department of Labor and Industries and the Bureau of Apprenticeship and Training, U.S. Department of Labor.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor 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 Pierce, Thurston, Grays Harbor, Lewis, Wahkiakum, Cowlitz, and Pacific Counties with headquarters in Tacoma, Pierce County, Washington.**

### **II. MINIMUM QUALIFICATIONS:**

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

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

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

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

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

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

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

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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, regardless of any other consideration.**
- 2. All application blanks will be serially numbered so that they can be accounted for.**
- 3. Applications will be available through the Roofers LU 153 and the Pierce County Roofers Joint Apprenticeship Office located at 3049 South 36th Street, Room 223-A, Tacoma, Washington, 98409.**
- 4. There will be a "Record of Apprentice Applicants" on which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the applicant's signature, printed name and the progress, by dates and final disposition. The applicant will sign the "Record of Apprentice Applicants" and will be given an "Application for Apprenticeship."**
- 5. All who meet the minimum qualifications and who have completed Apprenticeship Application on file with the Pierce County Roofers Joint Apprenticeship office will then wait for an employment offer.**
- 6. The employer shall be notified of an applicant's selection, effective date of registration and percentage rate and shall be provided a copy of the Apprenticeship Agreement after being registered with the Washington State Apprenticeship and Training Council.**
- 7. As a condition of employment, employers may have specific employment requirements that preclude an apprentice from being employed (i.e. background check, physical testing, E-Verify, etc.). Apprentices who cannot pass the employers specific employment requirements, will be sent**

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back to the JATC and placed back on the list at their same position or their appropriate position. The JATC and the apprentice will be informed of the reason for the applicant not qualifying for employment.

### **8. EXCEPTIONS:**

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

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

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

**Apprentices terminated for cause must appear before the Apprenticeship Committee and provide documentation satisfactory to the JATC, that the conditions leading to their cancellation have been corrected. An Apprentice approved by the JATC to reenter the program will be evaluated by the Apprenticeship Committee and registered at the appropriate level based upon his/her knowledge,**

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skills, and ability. Apprentices accepted will be placed at the bottom of the out-of-work list and allowed to continue their apprenticeship.

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

**Must provide photocopy of DD-214.**

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

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

### B. Equal Employment Opportunity Plan:

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

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

### 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 a minimum of two (2) years schooling and not less than five thousand (5000) hours of reasonably continuous employment for the apprentice.**

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### **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding one thousand (1000) hours of employment of the term of apprenticeship or not more than one year from the date of registration.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee 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)].

#### **Section 1:**

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

#### **Section 2:**

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

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**section shall not apply to a recover project that only involves removing membrane flashing or sheet metal flashing.**

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

**VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 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>

- A. The apprentice cannot be paid less than the Apprenticeship Committee's determined scale.**
- B. An apprentice's work experience hours, school attendance records, test scores, instructor evaluations and employer evaluations/recommendations will be evaluated by the Apprenticeship Committee prior to advancement to the next wage progression.**
- C. Wage increase shall be based on monthly work progress reports and class attendance and satisfactory test scores, instructor and employer evaluations.**
  - 1. To receive credit for hours worked, the apprentice must submit a progress record of work experience performed each month. The progress record must be submitted to either the Joint Apprenticeship Office on or before the 15th of the following month. Failure to submit monthly progress records when due will result in the apprentice not receiving hourly credit towards upgrading for said month or months.**

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- 2. For every unexcused absence from class, a requirement of one hundred (100) additional hours of on-the-job training is required prior to upgrading.**

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**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

<b><u>A. Roofer:</u></b>	<b><u>Approximate Hours</u></b>
<b>1. Roof Removal, Handling, Preparation, and Equipment .....</b>	<b>800</b>
<b>Includes: Tear off and removal of existing roof systems including insulations, ballast, vapor retarders, underlayments, and cleaning of roof or roof deck surfaces. The handling, hoisting, and storing of all roofing, damp, and waterproofing materials.</b>	
<b>2. Sloped Roofing Systems.....</b>	<b>550</b>
<b>Includes: Installation of all types of composite shingles, slate, tile and slate including all related barrier boards, ice &amp; water or underlayment materials, roof insulation, vented roof insulation components, integral flashing, trim, roof vents, and any accessory components related to the completion of such systems.</b>	
<b>3. Built Up and Modified Roofing Systems.....</b>	<b>1550</b>
<b>Includes: Standard or modified bitumen multi-ply built up roofing systems, including mop applied, torch applied, cold applied, or self-adhered. Also includes all work related to the installation of these systems such as installation of barrier boards, vapor retarders, slip sheets, base sheets, roof insulation, cover boards, membrane flashings, detail, coatings, ballast materials, and any accessories related to the completion of such systems.</b>	

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- 4. Single-Ply Roofing Systems .....1550**  
**Includes: Polvvinylchloride, Chlorosulfanatedpolyvinylchloride, Chlorosulfanatedpolyetheleyne, Chlorosulfonatedpolyethylene, Ethylne-copolymer-bitumen, Polyisobutylene, Butyl, Plastic, Thermoplasticspolyoelfins, or Modified Elastomeric sheet systems. All work related to the installation of these systems such as slip sheets, barrier boards, roof insulation, cover boards, membrane flashings, detail, coatings, ballast materials, and any accessories related to the completion of such systems.**
  
- 5. Waterproofing and Damproofing.....450**  
**Includes: Installation of single or multi-layer membranes consisting of sheet-applied, hotapplied membranes, torch applied membranes, liquid membranes, waterproofmg panel systems, cold applied elastomeric compounds applied by spray, trowel or brush, and asphalt based damproofing. Also all work related to the installation of these systems such as preparation, priming, reinforcement flashing, product application, installation of drainage boards/mats, filler fabrics, root barriers, drainage retention boards, insulation boards, and protection boards. Also includes vegetative roof covering systems, when they are a component of the roofing or waterproofing system.**
  
- 6. Maintenance and repair .....100**  
**Includes: Leak repairs, coating of existing roof systems, flashing repairs, miscellaneous patch work, roof cleaning, inspection, and related work.**

**TOTAL HOURS: 5000**

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

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction (RSI). Time spent in 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): **Vendor and manufacturer training as approved by the committee.**
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college: **Clover Park Technical College**
- Private Technical/Vocational college
- Training trust
- Other (specify):

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

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- ( ) twelve-month period from date of registration.\*
- ( ) defined twelve-month school year: (insert month) through (insert month).
- (X) 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. **Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.**
- B. **Normally there are one or two field trips scheduled per year.**
- C. **Prior to entering the second year of supplemental instruction, all apprentices shall complete the Washington State Educational Functional Level testing for English as a Second Language (ESL) and shall meet the Low Intermediate Literacy Level ESL Level 4/CASAS score of 201 or greater in reading in and listening.**

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

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

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### **1. Work Progress Reports:**

- a. Apprentices must turn in monthly work progress reports, which are due by the 15th of the following month to the Joint Apprenticeship office. The above report shall contain the apprentice's name, classification, employer, wage rate, month and year of report, as well as work performed.**
- b. Failure to turn in monthly progress reports when due will result in the apprentice not receiving credit for said month or months.**
- c. Failure to turn in three (3) monthly progress reports will result in the apprentice being cited to appear before the Committee to show cause why the apprentice should not be dropped from the apprenticeship program for noncompliance of the Apprenticeship Standards. If you are dropped from the program, it is committee policy that you will have to wait six (6) months before being able to make application again to the apprenticeship program.**
- d. Failure to notify the Apprenticeship office if you are temporarily out of the trade or out of the area will result in cancellation.**

### **2. Class Attendance:**

- a. The excuses for missing class that the Committee recognizes are:
  - (1) a doctor's excuse on doctor's stationery**
  - (2) an employer stating that the apprentice was working a distance of more than two hundred fifty miles (250) from Clover Park Campus Training center;**
  - (3) mandatory court appearance; with a signed note from a court official stating that you were in attendance on the required date and time or your scheduled appearance**
  - (4) Birth, being either the mother, father, or of an immediate family member**
  - (5) Death of either a family member or a person that they may have been associated with personally or through business.**
  - (6) Other reasons deemed valid by the committee****
- b. All excuses must be received by the Joint Apprenticeship Office on or before thirty (30) days from the date of absence from class or the excuse will not be recognized by the Committee.**
- c. For every unexcused absence from class, a requirement of one hundred (100) additional hours of on-the-job training is required prior to upgrading.**

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- d. **Three (3) unexcused absences and the apprentice will be cited to appear before the Committee to show cause why the apprentice should not be dropped from the apprenticeship program for noncompliance of the Apprenticeship Standards. If you are dropped from the program, it is committee policy that you will have to wait six (6) months before being able to make application again to the apprenticeship program.**
- e. **Employers will schedule time off for apprentices to attend their required class, which is set by the Pierce County Roofers Apprenticeship JATC. In the manner in which the employer would normally set crews up for work for the next week's work. With 2 weeks written notice of dates from the JATC.**

### **3. Drug Free Policy:**

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

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

### **B. Local Apprenticeship Committee Policies**

**NONE**

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### C. Complaint and Appeal Procedures:

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

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

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

- WSATC to issue written decision

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### XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

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

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

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)

## **PIERCE COUNTY 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.

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

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
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.

## PIERCE COUNTY ROOFERS APPRENTICESHIP COMMITTEE

### 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: **SEE ABOVE**

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

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

**PIERCE COUNTY ROOFERS APPRENTICESHIP COMMITTEE**

The employer representatives shall be:

**Donald D. Guthrie, Chairman  
Waynes Roofing, Inc.  
13105 Houston Road  
Sumner, WA 98390**

**Jon Gwinner, General Manager  
McDonald & Wetle Roofing  
9420 39th Ave. Ct. SE  
Lakewood, WA 98499**

The employee representatives shall be:

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

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

**Matthew Thompson, Alternate  
3049 South 36th Room #222  
Tacoma, WA 98409**

**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.

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