



**STANDARDS OF APPRENTICESHIP
adopted by**

INLAND NORTHWEST MASONRY APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
BRICK & BLOCK FINISHER	47-2021.00	2000 HOURS
BRICKLAYER	47-2021.00	6000 HOURS
CLEANER, POINTER & CAULKER	47-3012.00	4900 HOURS
TERRAZZO WORKER	47.2053.00	4900 HOURS
TILE, TERRAZZO & MARBLE FINISHER	47.3011.00	3500 HOURS
TILE SETTER	47.2044.00	4900 HOURS



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)

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Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTORY STATEMENT

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

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

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

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

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

Sponsor Introductory Statement (Optional):

The following Standards for the development of masonry apprentices have been prepared by the Apprenticeship Committee composed of representatives of Bricklayers, Stone Masons, Marble Masons, Tile Layers and Terrazzo Workers Local Union No. 3 of Spokane, Washington (hereinafter called the Union) and representatives of Masonry Contractors signatory to Local Union No. 3.

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I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be the following counties in Eastern Washington or parts thereof: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima. The State of Idaho includes all of Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone.

Applicants and apprentices please note that while the State of Washington has no responsibility in the State of Idaho, the Inland Northwest Masonry Apprenticeship Committee will apply the same standards and guidelines to apprentices registered in this program while working in the listed Idaho counties.

II. MINIMUM QUALIFICATIONS:

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

Age: **Be at least 18 years of age**

Education: **Applicants shall have completed two years of high school or the equivalent.**

Physical: **Applicants must be physically fit to perform the work of the trade.**

Testing: **Applicants are not required to submit to and pass a drug test. However, upon the applicant's registration as an apprentice, the policy of the Inland Northwest Masonry Apprenticeship Committee is to enforce third party drug testing as a condition of employment.**

Other: **Applicant must possess and provide valid Driver License.**

Applicant must provide documents to support meeting minimum qualifications as stated in Section IIIA. (Selection Procedures).

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Any of the above requirements may be waived by the Committee if an applicant is deemed to be a benefit to the industry, or is a graduate of Job Corps, or Committee approved public school or vocational program, a transfer in good standing from an approved SAC/ATELS apprenticeship program, or a registered Native American who is/or will be working on a TERO project.

Brick & Block Finisher Minimum Qualifications

Age: Be at least 18 years of age
Education: None
Physical: None
Testing: None
Other: None

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the 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:

The responsibility of selecting applicants for apprenticeship, and the administration of the apprenticeship program, rests with the Apprenticeship Committee by authorization of the Spokane Masonry Contractor's Association and the Bricklayers' Local Union #3.

- 1. The Apprenticeship Committee shall pre-determine number of apprentices to be selected and registered during the year. On the basis of the pre-determined number of apprentices to be selected and registered, the most qualified applicants shall be placed in a pool of eligibles.**

All applicants for training shall make application on forms provided by the Apprenticeship Committee. Applications will be accepted by the Secretary

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or Chairman of the Committee during the hours of 8:00 a.m. - 5:00 p.m. Monday through Friday throughout the year at the Bricklayers Local Union Office, East 3923 Main Avenue, Spokane, WA 99202.

2. Information on apprenticeship openings shall be posted at the employer's and union's place of business and disseminated to the Washington State Apprenticeship and Training Council, the Bureau of Apprenticeship and Training representatives' office, local state Employment Security offices, minority contacts, and local schools. This notice shall contain information on primary requisites for apprentices and the time and place applications are to be received.
3. Prior to filing an application, proof of qualifications as listed in the Addendum, Section 2, Minimum Qualifications, must be furnished by the applicant. The proof of qualifications are:
 - a. Copy of Birth Certificate; or other verifiable documentation, and current valid driver license.
 - b. Transcripts of two years of high school courses and grades or the equivalent.
 - c. Satisfactory evidence of physical fitness.
 - d. Completed Application for Masonry apprenticeship.
 - e. Verifiable documentation of previous experience may be included.

Applicants that provide proof of all Minimum Qualifications and complete the entire application procedure shall be placed in the qualified applicants eligibility pool and shall be offered the opportunity to become a registered apprentice.

Brick and Block Finishers:

4. All out of work Brick and Block Finisher apprentices in good standing will be offered the opportunity for reemployment prior to new Brick and Block Finisher applicants being registered in conformance with the committee's approved initial employment policy.

EXCEPTIONS:

5. Exceptions to the selection procedure allowing direct entry into program shall be made for: pre-apprentice graduates of building trades training, hod carriers or masonry tenders with one year experience, or graduates of the Bricklayers, Masons and Allied Crafts International Union of America Job Corps Program.

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6. **(Direct Entry) Those individuals who have completed JATC approved pre-apprenticeship programs. All minimum requirements will be waived except for the following:**
 - a. **Minimum age: 17**
 - b. **Must have High School Diploma or GED**
 - c. **Must complete pre-apprenticeship class**
 - d. **Must pass drug test**
 - e. **Must have valid driver license and social security card or other proof of I-9 (Immigration) status.**
 - f. **Must submit documented proof of all items above and fill out Apprenticeship Application.**
7. **(Direct Entry) Military Veterans that provide DD214 with an honorable discharge and meet all minimum requirements.**
8. **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 journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.**
9. **An employee of a non-signatory employer not qualifying as a journey-level worker 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.**
10. **Registered Native Americans who have secured work under a T.E.R.O. project may receive direct entry into an apprenticeship as apprentices, having met the minimum qualifications and the Employer is an Approved Training Agent of the Sponsor.**

B. Equal Employment Opportunity Plan:

1. **Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
2. **To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
3. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**

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4. **Engage in any other such action as stated above to insure the recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.**
5. **Direct referral into apprenticeship openings of Job Corps graduates successfully completing a specific trade pre-apprenticeship Job Corps Program, without regard to present eligibility lists.**

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

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

- A. **The Bricklayers term of apprenticeship shall be 6000 hours of reasonably continuous employment.**
- B. **The "Cleaner, Pointer & Caulker", Tile Setter, and Terrazzo Worker term of apprenticeship shall be 4900 hours of reasonably continuous employment.**
- C. **The "Tile, Terrazzo & Marble Finisher" term of apprenticeship shall be 3500 hours of reasonably continuous employment.**
- D. **The "Brick and Block Finisher" term of apprenticeship shall be 2000 hours of reasonably continuous employment.**

Fourteen hundred (1400) hours of work per year will be the minimum amount considered as reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date

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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 an initial probationary period not exceeding the first 20% of employment as an apprentice. The initial probationary periods shall be as follows:

Brick and Block Finisher	400 hours
Bricklayers	1200 hours
Cleaner, Pointer & Caulker	980 hours
Terrazzo Worker	980 hours
Tile, Terrazzo & Marble Finisher	700 hours
Tile Setter	980 hours

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)].

An approved training agent/contractor who employs one (1) Journey-level worker on the job site, shall be entitled to one (1) apprentice on the job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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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.

- A. All wages are subject to change as per the Collective Bargaining Agreement. *Currently registered apprentice Bricklayers will be grandfathered in at previous 4,900 hours term. Apprentice bricklayers registered after April 1, 2012 shall be paid not less than the following hourly wage rate:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0750 hours	50%
2	0751 - 2250 hours	55%
3	2251 - 3000 hours	60%
4	3001 - 3750 hours	70%
5	3751 - 4500 hours	80%
6	4501 - 5250 hours	90%
7	5251 - 6000 hours	95%

***Apprentice Bricklayers registered prior to April 1, 2012 shall be paid not less than the following hourly wage rate.**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0700 hours	40%
2	0701 - 2100 hours	55%
3	2101 - 2800 hours	60%
4	2801 - 3500 hours	70%
5	3501 - 4200 hours	80%
6	4201 - 4900 hours	90%

- B. Apprentice "Cleaner, Pointer, & Caulkers" shall be paid not less than the following hourly wage rate.**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0700 hours	40%
2	0701 - 2100 hours	55%
3	2101 - 2800 hours	60%
4	2801 - 3500 hours	70%
5	3501 - 4200 hours	80%
6	4201 - 4900 hours	90%

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- C. **Apprentice Tile Setter, and "Terrazzo Workers" shall be paid not less than the following hourly wage rates:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0700 hours	50%
2	0701 - 2100 hours	60%
3	2101 - 2800 hours	70%
4	2801 - 3500 hours	80%
5	3501 - 4200 hours	90%
6	4201 - 4900 hours	95%

- D. **"Tile, Terrazzo & Marble Finisher" apprentices shall be paid not less than the following percentages of journey-level worker rate:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0700 hours	60%
2	0701 - 2100 hours	70%
3	2101 - 2800 hours	80%
4	2801 - 3500 hours	90%

- E. **"Apprentice "Brick and Block Finishers" shall be paid not less than the following hourly wage rate.**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0750 hours	50%
2	0751 - 2250 hours	55%
3	2251 - 3000 hours	60%
4	3001 - 3750 hours	70%

The "Tile, Terrazzo & Marble Finisher" and "Brick and Block Finisher" with experience, who transfers to the apprentice classification shall receive the "Tile, Terrazzo & Marble Finisher's" rate of pay until the apprenticeship wage schedule overtakes the Finisher's rate.

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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. <u>Brick and Block Finisher:</u>	<u>Approximate Hours</u>
1. Explain by using examples, safety work habits.....	50
2. Use of tile and brick finisher's tools and equipment.....	50
3. Preparation of all surface types, including metal lath materials and various types of reinforcing mesh and steel	200
4. Distributing and handling of all type of materials, new techniques, and new materials	250
5. Mixing various types of materials: Portland cement, modified cements, synthetic and/or silicone type grouts or sealants	350
6. Grouting techniques: Portland cement grout, colored grouts, epoxy, furnane, synthetic and/or silicone type grouts or sealants	650
7. Cleaning of tile and brick during and after acid cleaning, steam cleaning, power machine cleaning	150
8. Safe handling and use of all power-related equipment and/or tools, and maintenance thereof.....	300
TOTAL HOURS:	2000

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B. Bricklayers: Approximate Hours

During the apprenticeship, the apprentice shall receive such instruction in all branches of masonry, including the preparation of material for installation as are necessary to develop a practical and skilled mechanic, versed in the theory and practice of masonry. The apprentice shall perform such other duties on-the-job as are commonly related to a masonry apprenticeship.

Following is a list of work process objectives or a masonry apprentice:

1. Proper use of tools and equipment	400
2. Structures of mortars and bonding materials	400
3. Spreading and opening of all mortar beds	600
4. Knowledge of all burnt clay products	300
5. Knowledge of all masonry substitutes.....	450
6. Coverage of the entire field of brick bonds	400
7. Coverage of the entire field of masonry walls and appurtenances thereto	550
8. Pointing, cleaning, and waterproofing of masonry	550
9. Knowledge of all heat resisting masonry	350
10. Knowledge of modern fireproofing	400
11. Knowledge of pre-cast Cutting, setting, anchoring, cleaning, pointing	450
12. Knowledge of stone: cutting, pointing and setting	550
13. Staging and safety laws.....	300
14. Industrial hygiene	300

TOTAL HOURS: 6000

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<u>C. Cleaner, Pointer, and Caulker:</u>	<u>Approximate Hours</u>
1. Knowledge of masonry products	450
2. Proper use of tools and equipment	750
3. Pointing, cleaning and waterproofing	850
4. Rigging principals and safety	450
5. Mortar mixing and miscellaneous	450
6. Sandblasting	450
7. Steam cleaning.....	450
8. Knowledge of epoxies and resins	600
9. Knowledge of catalysts and similar agents	450
TOTAL HOURS:	4900

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<u>D. Terrazzo Worker:</u>	<u>Approximate Hours</u>
1. Shoot water levels.....	150
2. Lay screeds, rod off concrete	500
3. Lay out pattern designs from sketches or plans.....	500
4. Set grade strips (brass, metal, wood) set ground for terrazzo base and curbs.....	600
5. Put up terrazzo base, wainscot, and scratch coat	500
6. Lay top cement, rod off, mix and sprinkle terrazzo	500
7. Roll and trowel fill to grade	300
8. Build terrazzo steps and curbs	300
9. Machine grinding and polishing, acid washing.....	500
10. Make pre-cast terrazzo base steps, floor, wainscot, window stools, and partitions.....	450
11. Mix base concrete and top cement fill.....	300
12. Care, use, and maintenance of all tools of the trade	300
TOTAL HOURS:	4900

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E. Tile, Terrazzo and Marble Finisher: Approximate Hours

During his/her apprenticeship, the Finisher apprentice shall receive such instruction and experience in all branches of the trade as are necessary to assist the journey-level tile setter, terrazzo worker, and marble setter in the performance of their duties in the shop on the job within the scope of work of Tile, Terrazzo and Marble Finisher classification.

Practical instruction in:

1. Proper knowledge of tools and equipment	600
2. Proper knowledge of materials	600
Includes Terrazzo, Mosaic, Dex-O-Tex, Adhesives	200 hours
Tile recognition of various types	400 hours
3. Sub surface preparation	400
4. Terrazzo grinding	200
5. Marble polishing	200
6. Floating floors and walls	400
7. Mixing mud: hand and mortar mixer	200
8. Sawing: Tile and Marble	300
9. Forming pre-cast terrazzo.....	150
10. Grouting and sealing.....	300
11. Safety and first-aid.....	150

TOTAL HOURS: 3500

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F. Tile Setters: Approximate Hours

Apprentices may be transferred by the Apprenticeship Committee from one contractor to another and from operation to operation in the shop of the tile contractor to enable the apprentice to acquire all the skills of the trade.

Apprentices shall receive instruction and experience on the following processes:

- 1. Preliminary experience:
 - Preparation of mortars.....150
 - a. Scratch coat
 - b. Float coat
 - c. Concrete
 - d. Floor mortar
 - e. Slacking lime mortar

The proper aggregates in each instance should be known.

- Material, tools and equipment150
 - a. Familiarity with the tools used in the trade.
 - b. Proper care of company equipment and mechanic's tools
 - c. Recognition of the various tiles
 - d. Distribution of proper amount of materials
 - e. Proper anchoring of block and tackle for hoisting
 - f. Grouting and cleaning of tiles
- 2. Floor work1100
 - a. Preparation of sub-floor
 - b. Fastening down of reinforcing for wood and concrete sub floors
 - c. Laying concrete
 - d. Installation of floor. Layout important
 - e. Beating down of floor tile to pre-determined level. (Use beating blocks)
 - f. Removal of glued-on paper (where ceramics are used)
 - g. Straightening of joints where it is found to be necessary
 - h. Application of rubbing sand by the use of beating blocks
 - i. Washing off of surplus rubbing sand. May need more straightening

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- c. Layout so that joints in ceiling meet joints on walls
- d. Installing sink drainboards or decks
- e. Layout and installations of tile in residential and commercial kitchens (where possible) should be part of on-the-job training

Note: Operations are similar to those in bathrooms

- 8. Promenade roofs300
 - a. Absolutely sure of thorough waterproofing
 - b. Proper drainage
 - c. Layout

- 9. Fireplaces150
 - a. Proper layout so as to insure correct size of opening
 - b. Knowing how to install damper in proper position
 - c. Trade mathematics of fireplace installations can best be secured through related instruction

- 10. Curbs, stair work, swimming pools and decorative layout450
This type of tile work demands skillful layout and certain mathematics. Proper layout insures correct installation of the job. Related instruction is best suited for a foundation in this type of work.

- 11. Installation of tile fixtures150
 - a. The proper size of opening tile wall
 - b. The size of fixture is pre-determined. Usually set in cement.

- 12. Adhesive150
Proper methods of installing for tile setting
Note: It is recommended that a course be given to the apprentice in the use of water level, transit, plumb bob, steel square, etc.

TOTAL HOURS: 4900

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college: **Spokane Community 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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- (X) twelve-month period from date of registration.*
- () defined twelve-month school year: (insert month) through (insert month).
- () two-thousand hours of on the job training.
**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

1. **Disciplinary Procedures: All apprentices are required to attend classes as scheduled. Failure on the part of the apprentice to attend related supplemental instruction, as well as actively participate during classroom training throughout his/her apprenticeship will be cause to dismiss the apprentice for disciplinary purposes. Improper conduct such as substandard performance, operating under the influence of drugs, alcohol or a controlled substance, insubordination, or with indifference to these Standards, as determined by the apprenticeship staff, will be deemed sufficient cause for the apprentice to appear before the Apprenticeship**

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Committee for either the purpose of suspension, disciplinary action and/or cancellation of their apprentice agreement.

2. **Classroom Instructors shall keep an attendance record of apprentice's actual clock hours. All records shall note tardiness, early departures, and incidences during related supplemental instruction. Instructor reports shall be submitted to the Training Coordinator.**

B. Local Apprenticeship Committee Policies

1. **Apprentices shall maintain regular on the job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure to comply will result in severe disciplinary action by the JATC.**
2. **An apprentice shall not refuse a job dispatch. A refusal of a job dispatch will place the apprentice at the bottom of the out or work list. In addition, the apprentice will be summoned to appear before the Apprenticeship Committee at the next meeting.**
3. **An apprentice shall not quit any job assignment without first contacting the Training Director, JATC Chairman or Secretary. Likewise, any Contractor, before terminating an apprentice for any reason other than reduction in force, shall contact the Training Director and advise him/her of the reason.**
4. **Where third party drug testing is required as a condition of employment, it will be a violation of the Inland Northwest Masonry JATC to refuse such a test. Any refusal will require the apprentice to appear at the next regularly scheduled JATC meeting for disciplinary action.**
5. **Apprentices shall perform all the duties and tasks on the job as are associated with the craft, and within the classification they are registered.**
6. **Each apprentice will be solely responsible for maintaining a work progress report book detailing all work hours and related supplemental instruction hours. The apprentice shall send a copy of this monthly record to the Local Union office by the 5th of the following month. Progress reports not turned in by the 5th day will result in the next scheduled upgrade being held for 30 days for each offense. This record shall be used by the JATC to evaluate the apprentice progress in all phases of the trade to ensure the individual is receiving well-rounded training to become a qualified Journey Level worker.**
7. **Four consecutive offenses will result in disciplinary action such as suspension, up to termination of the apprenticeship agreement.**

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8. **Hours worked, working conditions, overtime, health and welfare and pension provisions are those agreed upon in the Collective Bargaining Agreement currently in effect between Masons Contractors Association and Bricklayers Local #3 WA/ID/MT.**
9. **Work habits that include safety violations, sloppy workmanship, negative attitudes or refusal to do or offer help with assigned work will result in an apprentice being sent home until he/she is requested to appear before the JATC at the next regularly scheduled meeting for action by the committee.**
10. **The use of alcoholic beverages, non-prescription drugs or other controlled substances on the job, or during related supplemental instruction, shall be reason for the apprentice to be cancelled from the Apprenticeship Program.**
11. **It is the responsibility of the apprentices to be punctual, respectful, attentive and dependable with regard to job conduct.**
12. **It is the responsibility of the apprentices during the first thirty days of employment under the JATC supervision to provide themselves with the proper tools as required by the foreman on the job.**
13. **It is the apprentice's responsibility to keep his/her current address and phone number on file with the apprenticeship committee and training director.**
14. **Apprentices shall actively seek employment from the Sponsors list of signatory contractors during their term of apprenticeship.**

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

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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

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

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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)
 - 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

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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.

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.

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4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable 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.

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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.

The Inland Northwest Masonry Apprenticeship Committee shall be composed of four members representing the contractors and four members representing the Union selected by the groups they represent. A quorum of this committee must be present to conduct the regular business of the Apprenticeship Committee

Quorum: A quorum shall consist of two (2) current employer representatives and two (2) current employee representatives.

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

The employer representatives shall be:

**Jake Spilker, Secretary
3917 E. Columbia
Spokane, WA 99207**

**Ian Anderson
PO Box 11976
Spokane, WA 99211**

**Harold Elofson
Great Northern Masonry
6221 Skagit Ct.
Spokane, WA 99208**

**Dave Butters
28615 N Selkirk View Dr.
Chattaroy, WA 99003**

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The employee representatives shall be:

Tim Thompson, Chairman
14921 E. 11th
Veradale, WA 99037

Robert "Craig" Ridings
13220 W. Shore Rd.
Nine Mile Falls, WA 99026

Dave Paske
PO Box 1568
Plains, MT 59859

Dean Burt
1301 Borgan Road
Genesee, ID 83832

Wayne Landkammer, Alternate
1324 Setlow Ct
Clarkston, WA 99403

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.

Cheryl Smith Coordinator
3293 E Main
Spokane, WA 99202