



**STANDARDS OF APPRENTICESHIP
adopted by**

SEATTLE MACHINISTS APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
ASSEMBLY MACHINIST	51-2031.00	7,424 HOURS
GEAR MACHINIST	51-4081.01	7,424 HOURS
MACHINIST	51-4041.00	7,424 HOURS
MAINTENANCE MACHINIST	51-5041.00	7,424 HOURS
MARINE MACHINIST	51-4041.00	5,568 HOURS
SOFT TOOLER	51-4061.00	5,568 HOURS
TOOL AND DIE MAKER	51-4111.00	9,280 HOURS



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

APPROVAL:

DECEMBER 21, 1941
Initial Approval

APRIL 21, 2016
Committee Amended

JULY 21, 2011
Standards Amended (review)

APRIL 21, 2016
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 of apprenticeship, Seattle Machinists', 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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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 King County, Skagit County, and Whatcom County with headquarters in Seattle, Washington, except the facilities of the Boeing Airplane Company, and Snohomish County.

II. MINIMUM QUALIFICATIONS:

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

Age: **Minimum age 18**

Education: **High school graduation or GED equivalent or proof of graduation from a vocational or technical school (2-year degree) will be accepted.**

Physical: **Physically able to perform the trade.**

Testing: **N/A**

Other: **N/A**

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

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

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

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apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

The following is the hiring and application procedure adopted by the Seattle Machinists' Apprenticeship Committee in compliance with the State Apprenticeship and Training Council rules and regulations.

- 1. The Seattle Machinists' Apprenticeship Committee does not serve as a referral agency for apprenticeship applicants. Persons desiring to become apprentices under the Seattle Machinists' Apprenticeship Committee must apply directly to employers who are approved by the Committee for such training.**

Apprentice applicants can obtain application information at the office of the Secretary of the Apprenticeship Committee. Address: District Lodge 160, 9135 15th Place South, Seattle, WA 98108.

- 2. Persons who become employed as apprentices by employers approved by the Committee and who provide verification of age and education qualifications shall be informed of their obligations under the standards established for the trade. Applicants who are accepted by the Committee shall be formally registered to the employers involved.**
- 3. The Committee shall evaluate each applicant's prior experience and work history in order to place the applicant into the program at the proper level of work experience and wage progression.**
- 4. The Seattle Machinists' Apprenticeship Committee shall be responsible for obtaining signed agreement forms from all individual employers who are approved to hire and train apprentices, which shall state that the employer will comply with the State of Washington Affirmative Action Plan. Agreement forms are to be furnished by the Washington State Apprenticeship and Training Council. When they have been executed by the individual employers, the forms are to be forwarded to the Council.**

B. Equal Employment Opportunity Plan:

- 1. The Apprenticeship sponsor's Affirmative Action Plan shall include dissemination of information concerning the nature of apprenticeship, availability of apprenticeship openings, source of applications, and the equal opportunity policy of the sponsor. Such information shall be given to the U.S. Dept. of Labor Office of Apprenticeship, local schools, local WorkSource offices of the Employment Security Department, community**

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organizations which effectively reach minority and women's (minority and non-minority) groups, and newspapers circulated in the minority community.

- 2. The sponsor shall participate in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 3. The sponsor shall grant credit for previous trade experience or trade-related courses for all applicants equally.**

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 term of apprenticeship for Tool and Die Maker shall be 9,280 hours of employment.**
- B. The term of apprenticeship for Assembly Machinist, Gear Machinist, Machinist, and Maintenance Machinist shall be 7,424 hours of employment.**
- C. The term of apprenticeship for Marine Machinist and Soft Tooler shall be 5,568 hours of employment.**

V. INITIAL PROBATIONARY PERIOD:

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

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

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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.
 - A. **All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding 1000 hours of work.**
 - B. **During this probationary period, annulment of the apprenticeship agreement will be made by the Apprenticeship Committee upon request of either party, and due written notice shall be given to the Washington State Apprenticeship and Training Council.**

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)].

Every shop which employs one (1) journey-level worker steadily may have one (1) apprentice and one (1) apprentice for every additional four (4) journey-level workers steadily employed.

At no time shall the ratio exceed one apprentice per journey-level worker per shop.

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

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employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Tool and Die Maker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0928 hours	68%
2	0929 - 1856 hours	72%
3	1857 - 2784 hours	76%
4	2785 - 3712 hours	80%
5	3713 - 4640 hours	84%
6	4641 - 5568 hours	88%
7	5569 - 6496 hours	92%
8	6497 - 7424 hours	96%
9	7425 - 8352 hours	97.5%
10	8353 - 9280 hours	99%

B. Assembly Machinist, Gear Machinist, Machinist, and Maintenance Machinist:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0928 hours	68%
2	0929 - 1856 hours	72%
3	1857 - 2784 hours	76%
4	2785 - 3712 hours	80%
5	3713 - 4640 hours	84%
6	4641 - 5568 hours	88%
7	5569 - 6496 hours	92%
8	6497 - 7424 hours	96%

C. Marine Machinists (Inside or Outside) and Soft Tooler

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1856 hours	60%
2	1857 - 3712 hours	70%
3	3713 - 5568 hours	80%

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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)]

<u>A. Assembly Machinist</u>	<u>Approximate Hours</u>
1. Lathe.....	480
2. Mill	480
3. Layout & Drill.....	240
4. Surface Grinder	240
5. Disassembly	1520
a. Determination of the gearbox disassembly procedure	
b. Bearing removal w/press, brg. Puller & burn off w/torch	
c. Gear & shaft disassembly	
d. Repair assessment	
6. Interference fits disassembly & assembly.....	800
a. Use of the hydraulic presses 100, 200, 600T	
b. Use of heat for expansion (torches, oven, brg heaters)	
c. Low temp for shrink fits, dry ice (CO2), liquid nitrogen (N)	
d. Calculation for expansion & Contraction of materials	
7. Assembly	1520
a. Gear & shaft assembly	
b. Bearing assembly, clearance, preloads & fitting of high speed Babbit Bearings	
c. Gear alignment and tooth contact	
d. Seal assembly	
8. Testing.....	880
a. Shaft alignment w/motors & Couplings	
b. Gearbox testing	
9. Hydraulics & Lubrication Systems	440

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10. Electrical240
11. Welding & Cutting.....344
12. Shop Safety Procedures240

TOTAL HOURS: 7424

All of the above schedules of practical work experience are designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

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B. <u>Gear Machinist:</u>	<u>Approximate Hours</u>
1. Engine Lathe.....	320
2. Milling Machine	160
3. Drill Press	160
4. Tool & Cutter Grinding	320
5. Keyset and Spline Broaching	160
6. Small Gear Hobbing	1000
7. Small Fellows Gear Shapers	720
8. Thread Milling	320
9. Large Gear Hobbing.....	1000
10. Large Fellows Gear Shapers	720
11. Maag Gear Shapers	1000
12. Bevel Gear Generators	320
13. CNC Gear Hobbing	480
14. Gear Grinding	584
15. Gear Measurement & Inspection	160
TOTAL HOURS:	7424

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C. <u>Machinist:</u>	<u>Approximate Hours</u>
1. Engine Lathe.....	1000
2. Milling Machine	880
3. Layout	280
4. Drill Press	600
5. Vertical Boring Mill.....	600
6. Horizontal Boring Mill	600
7. Machine Grinding	
a. Internal.....	200
b. Cylindrical	200
c. Surface	100
8. Tool & Cutter Grinding	200
9. Keyseat & Broach	200
10. Gear Cutting.....	200
11. Assembly & Bench	700
12. C.N.C. Turning.....	620
13. C.N.C. Milling	620
14. C.N.C. Programming.....	200
15. Inspection.....	224
TOTAL HOURS:	7424

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<u>D. Maintenance Machinist:</u>	<u>Approximate Hours</u>
1. Machine Operation	
a. Drill presses and portable drills.....	400
b. Shaper and Planer.....	400
c. Turret and/or Engine Lathe.....	1000
d. Milling Machine	750
e. Boring Mills and Boring Bar	500
f. Tool and cutter grinding	200
g. Welding, brazing and cutting	550
2. Installation and Repair of Machinery and Equipment	3624
The apprentice shall be given the opportunity to learn all phases of installation and repair, including trouble-shooting, disassembly, inspection, fitting, assembly aligning, balancing, and testing, both in the shop and in the field, and will include proper use of the tools of the trade normally used in doing this work.	
TOTAL HOURS:	
	7424

All of the above schedules of practical work experience are designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

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E. Marine Machinist: Approximate Hours

1. Inside Marine Machinist:

a.	Tool Crib.....	80
b.	Drill Press	400
c.	Shaper and Planer.....	300
d.	Engine Lathe.....	1000
e.	Turret Lathe	400
f.	Milling Machine	500
g.	Horizontal Boring Mill	500
h.	Vertical Boring Mill.....	500
i.	Bench Assembly	270
j.	Broaching and Key Seating.....	100
k.	Layout Table.....	200
l.	Welding and Cutting.....	100
m.	Surface and Cylindrical Grinding.....	208
n.	Tool and Cutter Grinding	230
o.	Optical Alignment.....	100
p.	Blueprint Reading and Shop Planning	180
q.	Outside Machinist Training (preferably after 5th period)	500

TOTAL HOURS: 5568

2. Outside Marine Machinist:

a.	Machine Operation	700
	Portable Milling Machine	
	Portable Boring Mills	
	Tool and Cutter Grinding	
b.	Main Propulsion Machinery	700
c.	Shafting and Propellers	400
d.	Optical Alignment.....	400
e.	Diesel Equipment	1200
f.	Auxiliary Machinery Clock Fitting	250
	Ordinance Equipment	368
	Pumps.....	300
	Deck Machinery	400
	Valves and Reach Rods	200
	Underwater Equipment.....	150
g.	Inside Machinist Training (preferably in 5th periods).....	500

TOTAL HOURS: 5568

All of the above schedules of practical work experience are designed as a guide. The apprentice shall be instructed and trained in all operations and methods

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customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

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F. <u>Soft Tooler</u>	<u>Approximate Hours</u>
1. Plaster Casts	400
2. Plaster Fairing.....	500
3. Room Temp. Laminates	500
4. High Temp. Laminates	500
5. Optical Tooling.....	500
6. Table or Mechanical Set-ups.....	400
7. Template Layout	400
8. Edge Filing (Laminates and Templates)	400
9. Tool Order system.....	100
10. Tool Design	200
11. Document Control.....	100
12. Adra Usage	200
13. Model, Jig, Gage Fab (and/or planning).....	600
14. Purchase Orders.....	100
15. Tool Crib.....	100
16. Tool Repair	368
17. Shop Equipment.....	60
18. Lathe.....	70
19. Bridgeport.....	70
TOTAL HOURS:	5568

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All of the above schedules of practical work experience are designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

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G. <u>Tool and Die Maker:</u>	<u>Approximate Hours</u>
1. Shaper	1000
2. Drill Press	400
3. Milling Machine	1600
4. Engine Lathe.....	1000
5. Grinder.....	1000
6. Jig Borer	1000
7. Jig Grinder	1000
8. Heat Treating	300
9. Bench Work.....	1800
10. Shop Maintenance.....	180
TOTAL HOURS:	9280

All of the above schedules of practical work experience are designed as a guide. The apprentice shall be instructed and trained in all operations and methods customarily used on the various machines. Each shop will adhere to this as closely as facilities will permit and as approved by the Apprenticeship Committee.

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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
- 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:

Each apprentice shall enroll in and attend related instruction classes at a Committee-approved community college or vocational and technical institute for 144 hours per year during the term of apprenticeship for which the apprentice shall be paid the regular rate of pay.

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. When violations of these standards by apprentices and/or employers occur, they will be acted upon by the Apprenticeship Committee as outlined below.**
- 2. Apprenticeship Committee members will first and always attempt to resolve problems informally by meeting with all parties concerned.**

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3. **Violations requiring disciplinary action will be investigated thoroughly and will include a disciplinary hearing to be conducted as follows:**
 - a. **The apprentice and/or employer shall be notified by the secretary in writing to appear before the Apprenticeship Committee at a reasonably convenient time and place.**
 - b. **Notification will be sent by certified mail at least twenty (20) days prior to the hearing and will contain the alleged charges and Standards section violated, range of penalties which may be imposed, and a statement noting that the hearing will afford full opportunity to discuss the specified charges.**
 - c. **The hearing will be so conducted to include only those charges outlined in the notification.**
 - d. **Apprentices and/or employers may be accompanied by legal counsel if they so choose.**
 - e. **The hearing proceedings will be recorded either manually or by mechanical means.**
4. **Following the hearing, the Apprenticeship Committee will make its decision based solely upon the most creditable evidence submitted at the hearing and reduced to writing.**
5. **Apprentice will be notified of the Apprenticeship Committee's decision in writing.**
6. **Apprentices will provide a record of school attendance (in hours) noting which are paid, by the 5th of each month to the office of the Secretary of the Committee (District 160). This must be provided even if the hours equal zero for any given month. In addition, upon request, apprentices shall submit copies of school transcripts and/or verification of course completion to the Joint Apprenticeship Committee.**
7. **Apprentices will provide record of on-the-job training hours by the 5th of each month to the office of the Secretary of the Committee (District 160). Hours worked will be verified and reported to the registration agency quarterly.**
8. **Employment with an approved Training Agent must be maintained to participate in this registered apprenticeship program. Termination from employment may result in suspension or cancellation of the apprenticeship agreement. The apprentices will be sent notice to appear at the next**

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regularly scheduled Apprenticeship Committee meeting to show-cause why the agreement should not be cancelled.

- 9. An employer shall not terminate an apprentice without first contacting the Apprenticeship Committee, as continued employment is required to maintain status as an apprentice.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

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

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

- Prior to: 20 calendar days of intention of disciplinary action by a sponsor
- Sponsors must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action must be sent to the apprentice

- Within: 30 calendar days request for reconsideration from the sponsor
- Apprentice to request sponsor to reconsider their action

- Within: 30 calendar days of apprentice's request for reconsideration
- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 calendar days of final action
- Apprentice must submit the complaint in writing to the Department
 - Must describe the controversy and provide any backup information
 - Apprentice must also provide this information to the local sponsor

- Within: 30 business days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

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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 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:

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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, with copy of minutes
 - 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

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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.
 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,

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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.

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.

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Quorum: **SEE ABOVE**

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

The Apprenticeship Committee shall be composed of two (2) members representing the employers whose shops are approved for apprenticeship training and two (2) members representing the journey-level workers of Hope Lodge No. 79, I.A. of M.

The employer representatives shall be:

**Bernie Conrad, Chairman
7418 NE 118th Place
Kirkland, WA 98034**

**Dick Boehm
Marco Marine - Seattle
2300 West Commodore Way
Seattle, WA 98199**

**Mike Robison, Alternate
500 S Portland St.
Seattle, WA 98108**

The employee representatives shall be:

**Arthur Boulton, Secretary
PO Box 1703
Bothell WA 98041-1703**

**Paul Miller
IAM District 160
9135 - 15th Place South
Seattle, WA 98108**

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.

Chairman and Secretary of Apprenticeship Committee.