



**STANDARDS OF APPRENTICESHIP
adopted by**

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
ROOFER	47-2181.00	4200 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:

JANUARY 13, 1961
Initial Approval

JULY 16, 2015
Committee Amended

JANUARY 15, 2015
Standards Amended (review)

JULY 16, 2015
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

INLAND EMPIRE ROOFERS AND EMPLOYERS 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 Inland Empire Roofers and Employers Apprenticeship Committee is composed of representatives from Roofers Local Union No. 189, United Slate, Tile, and Composition Roofers, Damp and Waterproof Workers Association of Spokane, Washington, and employer representatives of the Roofing Industry in the area. With the assistance from the Department and US DOL Apprenticeship Employment and Training Services and when

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

registered with the Washington State Apprenticeship and Training Council, the following Standards shall govern the training of apprentices in this industry.

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 basic geographical area covered is as follows: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima Counties in the State of Washington.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, Montana, and Oregon, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho Counties of Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Perce, Shoshone, and the northern half of Idaho County; and Blaine, Chouteau, Daniels, Fergus, Flathead, Garfield, Glacier, Hill, Judith Basin, Lake, Lewis and Clark, Liberty, Lincoln, McCone, Mineral, Missoula, Petroleum, Phillips, Pondera, Roosevelt, Sanders, Sheridan, Teton, Toole, and Valley Counties in the State of Montana; and Morrow and Wallowa Counties in the State of Oregon.

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be at least 18 years of age at the time of application.**

Education: **Completion of eighth grade.**

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

Testing: **N/A**

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

Other: **They shall be working as a roofer/waterproof helper for a qualified employer. Must be able to communicate in English, both verbally and in written format defined as the ability to ask for and fill out the application on the employer's premises or the JATC office.**

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:

- 1. Applications will be available throughout the year to anyone interested regardless of any other consideration.**
- 2. Applications will be available only through the Inland Empire Roofers Joint Apprenticeship office, located at 1727 East Francis, #4, Spokane, Washington, 99208 or the offices of the M. G. Wagner Company, Inc., 1401 Hathaway, Yakima, Washington 98902; Leslie & Campbell, 506 Ahtanum Road, Union Gap, Washington, 98903; and Metalworks of Montana, 3635 W. Broadway, Missoula, Montana, 59806.**
- 3. Applicants must provide the Inland Empire Roofers Joint Apprenticeship office the following documentation at time of application:**
 - Completed apprenticeship application.**
 - Birth Certificate or other proof of age.**
 - Proof that individual attained completion of eighth grade education**
- 4. Applicants who wish to be evaluated by the Committee for advanced standing will furnish a written work history of previous experience in the roofing industry at time of application.**

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

- 5. All applications will be serially numbered so that they can be accounted for. There will be a "Record of Apprentice Applicants" that shall include a number corresponding to the serial number of each application. Columns will be provided to show the applicants' signature, printed name and the progress, by dates, and final disposition.**
- 6. An applicants' employer shall be notified of his/her 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. Applicants who fail to comply with the selection procedures may be denied acceptance into the apprenticeship program.**
- 8. Applicants may be registered throughout the year, but will be accepted into related supplemental instruction only at the commencement of class each new school year.**
- 9. If a ranked qualified applicant fails to respond to an apprenticeship job assignment, the Training Coordinator will notify the applicant of their removal from the eligibility pool.**
- 10. It shall be the responsibility of the applicant to notify the Training Coordinator of any changes of address and phone number for contact purposes.**
- 11. 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 indentured 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 indenture at the appropriate period of apprenticeship based on previous work experience and related training.**
 - c. Direct entry: Registered Native Americans, who have secured work under TERO or are members of a Federally recognized Tribe, may receive direct entry into Apprenticeship, provided:
 - (1) The employer is an Approved Training Agent of these standards****

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

(2) **The applicant has met the minimum qualifications.**

B. Equal Employment Opportunity Plan:

1. **Dissemination semiannually, to the following, information concerning the nature of apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and equal opportunity policy of the sponsor:**

**Respective Minority and/or Female organizations
Respective Community Colleges and School Districts
Respective Employment Security Departments
USDOL Office of Apprenticeship, ATELS
Washington State Apprenticeship Training Council**

2. **Participate in workshops, when possible, conducted by employment service agencies for the purpose of familiarizing schools, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.**
3. **Cooperation with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**
4. **Such other action as to insure that the recruitment, selection, employment and training of apprentices shall be without discrimination because of race, color, religion, national origin or sex.**

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 4200 hours of reasonably continuous employment, including the initial probationary period and the required hours of related supplemental instruction.

V. INITIAL PROBATIONARY PERIOD:

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

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 an initial probationary period not exceeding the first 840 hours of reasonably continuous work.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

Employers who employ one (1) journey-level worker may employ one (1) apprentice and when one (1) additional journey-level worker is employed, the second (2nd) apprentice may be employed on the job site. Thereafter, the one (1) apprentice to two (2) journey-level workers ratio shall apply 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

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

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
1	0000 - 0700 hours	60%
2	0701 - 1400 hours	70%
3	1401 - 2100 hours	80%
4	2101 - 2800 hours	85%
5	2801 - 3500 hours	90%
6	3501 - 4200 hours	95%

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

VIII. WORK PROCESSES:

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

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

The apprentice shall be taught the use, care, and effective and safe handling of all tools and apparatus commonly used in connection with the trade. They will be given instruction and experience in all common branches of the trade necessary to develop a skilled mechanic versed in the theory and practice of roofing and waterproofing. Apprentices will be under the supervision of a journey-level worker during their registration and it shall be the duty of the supervising journey-level worker to give the apprentice every opportunity to use the tools of the trade.

A. Roofer: Approximate Hours

1. General:600

- a. Carrying and placing materials for use of journey persons.**
- b. Erection of scaffolding.**
- c. Hoisting, loading and unloading all materials and tools.**

2. Waterproofing and Damp-Proofing, Composition, Tar, Asphalt and General Work. Preparing materials and equipment and regulating the heat of pitch and asphalt:2000

- a. Preparing roof surface for covering.**
- b. Apply pitch and asphalt to roof.**
- c. Prepare, cut, place, fit and trim strips of felt, tarpaper, roofing paper, or insulating board to roof.**
- d. Apply additional layers of roofing materials as required.**
- e. Cement tarpaper with hot tar or flashing cement.**
- f. Evenly distribute crushed gravel over top coat of tar.**
- g. Brushing and spraying damp-proofing and waterproofing materials of all types.**
- h. Application of all types of cold process roofing.**

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

3. Slate, Tile, Shingles, and Substitute Materials Work:.....400

- a. Cover roof sheeting with felt.
- b. Fasten slate in rows (punching nail holes, nailing slate, providing for overlap).
- c. Cut slate to fit ridges, valleys and edges by perforating, breaking or trimming slate.
- d. Seal ridge joints.
- e. Apply flashing.
- f. Replacing broken slate or tile.
- g. Cleaning completed roof.
- h. All types of strip and composition shingles.

4. Other Materials:.....1200

- a. Felt, Wood, Coal, Oil, Lumber, Roofing Paper, Insulating Board, Pitch, Flashing Cement, Gravel, Slag.
- b. Precast Tile Blocks, Cement Mortar, Grout, Water, Dilute Acid Solution, Asphalt.
- c. Roofing Cement, Terra Cotta, Roofing Felt, Sheet Metal Flashing and all other materials awarded to the roofers' jurisdiction.
- d. Single Ply Materials
- e. Steep Roofing
 - (1) Steep roofing safety
 - (2) Steep roofing with asphalt roll material
 - (3) Steep roofing with asphalt shingles
 - (4) Steep roofing with wood and fiberglass shingles
 - (5) Steep roofing with slate
 - (6) Steep roofing with tile.

Total Hours: 4200

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify):
United Union of Roofers, Waterproofers and Allied Workers curriculum.
- 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)):

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

- () twelve-month period from date of registration.*
- (X) defined twelve-month school year: January through March.
- () 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. The Apprenticeship Committee recommends the related supplemental instruction be limited to those currently registered roofer apprentices in accordance with these Standards.**
- 2. The Apprenticeship Committee will review the progress of each apprentice of a periodic basis. Parties participating under these Standards may be asked for a written report on each apprentice.**

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

3. **All tuition and book fees must be paid upon commencement of related training classes.**
4. **Newly registered apprentices not achieving a high school diploma or high school equivalency test will be assisted in obtaining their high school equivalency test during the first year of RSI at their request.**

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

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

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:

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

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 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.

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

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, time spent will not be applied toward the on-the-job portion of apprenticeship training.

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

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.

Quorum: **SEE ABOVE**

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

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

The Apprenticeship Committee shall be composed of six (6) members; three (3) members representing the employers of roofers in the area and three (3) members representing the Roofers' Local Union No. 189, United Slate, Tile, and Composition Roofers, Damp and Waterproof Workers Association of Spokane, Washington, selected by the groups they represent.

The employer representatives shall be:

**Bob Starkey, Chairman
c/o Krueger Sheet Metal, Inc.
PO Box 2963
Spokane, WA 99201-2963**

**Levy Cavenah
731 North Superior
Spokane, WA 99202**

**Tony Teeters
PO Box 2963
Spokane, WA 99220**

**William Sherwood, Alternate
PO Box 3061
Spokane, WA 99220**

The employee representatives shall be:

**Leo Marsura, Secretary
1727 East Francis Avenue, #4
Spokane, WA 99208**

**Larry D. Doering
East 1506 Dalke
Spokane, WA 99207**

**Scott Rash
5451.A Tarbert Road
Deerpark, WA 99006**

**Fred Preston, Alternate
1416 E. 11th
Spokane, WA 99202**

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.

INLAND EMPIRE ROOFERS AND EMPLOYERS APPRENTICESHIP COMMITTEE

ROOFER

The employer representatives shall be:

**Scott Wagner, Chairman
c/o M.G. Wagner Company, Inc.
PO Box 9605
Yakima, WA 98909**

**Dan Leslie
506 Ahtanum Road
Union Gap, WA 98903**

The employee representatives shall be:

**Leo Marsura, Secretary
1727 East Francis Avenue, #4
Spokane, WA 99208**

**Leland LaFray
2790 Selah Loop Road
Selah, WA 98942**

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.

NONE