



**STANDARDS OF APPRENTICESHIP
adopted by**

COMMUNITY TRANSIT/I.A.M. DISTRICT 160 APPRENTICESHIP COMMITTEE

(sponsor name)

| <u>Occupational Objective(s):</u> | <u>SOC#</u> | <u>Term</u> |
|-------------------------------------|-------------------|-------------------|
| AUTOMOTIVE BODY & FENDER | 49-3021.00 | 8000 HOURS |
| AUTOMOTIVE PARTSMAN | 43-5081.03 | 4000 HOURS |
| COACH HEAVY DIESEL MECHANIC | 49-3031.00 | 8000 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): **NONE**

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

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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.

This program shall comprise the area boundaries of the Public Transportation Benefit Area (general Snohomish County area).

II. MINIMUM QUALIFICATIONS:

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

Age: **At least 18 years of age.**

Education: **High school graduate or High School Equivalent.**

Physical: **Must meet published physical activity requirements for a Community Transit Journey Mechanic as referenced in the Community Transit Journey Mechanic job classification description.**

Testing: **Must take and score a minimum of 80% on the Bennett Mechanical Aptitude Test (Validated).**

Other:

- a. **Must provide documents which clearly show evidence of mechanical experience or vocational training.**
- b. **Must possess a valid Washington State Drivers License at time of hire.**
- c. **Must be able to obtain a Washington State Commercial Drivers License, Class B.**
- d. **Able to read and write English and perform shop mathematical computations, proficiency will be determined through personal interview and the application and the application process.**
- e. **All Apprentice positions are union positions in accordance with International Association of Machinists (IAM) and Community Transit Labor agreement District #160.**

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).

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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 for the program will be accepted initially from in-house personnel. If no qualified internal candidates are found, application from personnel from outside of Community Transit will be accepted**
- 2. Openings will be posted for ten (10) days for internal candidates and fourteen (14) days for external candidates.**
- 3. Community Transit employment applications must be submitted online before the closing date of the posted opening.**
- 4. Upon qualification, the mechanical aptitude test and other minimum qualifications, selected candidates will be invited to an oral interview composed of a quorum of the Apprenticeship Committee. These members will make the final selection.**
- 5. Applicants who have successfully graduated from Technical Training School related to the craft in which the applicant is to receive training and that school has been reviewed and approved by the Apprenticeship Committee, may be granted advanced credit in recognition of such training. Credit will be granted at the time of employment. An apprentice granted credit will be advanced to the wage rate designated for the period to which the credit accrues.**

B. Equal Employment Opportunity Plan:

- 1. Community Transit has on file at its headquarters an Affirmative Action Plan which applies to the groups signatory to these Standards.**
- 2. In support of Community Transit's Affirmative Action Plan, every effort will be made to broaden the employment opportunities for protected classes through this program.**

Discrimination Complaints.

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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 a journey coach heavy diesel mechanic will be 8000 hours of reasonably continuous employment.**
- B. The term of apprenticeship for a journey Auto Partsman will be 4000 hours of reasonably continuous employment.**
- C. The term of apprenticeship for a journey Auto Body & Fender will be 8000 of 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 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.
- A. The probationary period for a Heavy Duty Diesel Mechanic apprentice will be the first 1000 hours of employment.**
 - B. The probationary period for the Automotive Partsman and the Automotive Body and Fender apprentice will be the first 800 hours of employment.**

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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)].

- A. Within the Community Transit Maintenance Department, there will not be more than one Apprentice to every three Journey Level Diesel Mechanics, or one Apprentice to two Journey Level Body Mechanics.**
- B. Within the Community Transit Parts Department there will not be more than one Apprentice to three Journey Level Partsmen.**

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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

A. Coach Heavy Diesel Mechanic/Automotive Body & Fender Apprentices

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|--------------------------|----------------------------------|
| 1 | 0000 - 1000 Hours | 60% |
| 2 | 1001 - 2000 Hours | 65% |
| 3 | 2001 - 3000 hours | 70% |
| 4 | 3001 - 4000 hours | 75% |
| 5 | 4001 - 5000 hours | 80% |
| 6 | 5001 - 6000 hours | 85% |
| 7 | 6001 - 7000 hours | 90% |
| 8 | 7000 - 8000 hours | 95% |

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B. Automotive Partsman Apprentices

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|--------------------------|----------------------------------|
| 1 | 0000 - 1000 hours | 80% |
| 2 | 1001 - 2000 hours | 85% |
| 3 | 2001 - 3000 hours | 90% |
| 4 | 3001 - 4000 hours | 95% |

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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. Automotive Body and Fender: Approximate Hours

Covering all shops that do body and fender work, radiator repairing, replacing of glass and upholstery, auto painting and all other work generally associated as herein contained.

- 1. Assessing damaged panels and other body parts2000
Roughing out and repairing damaged parts, welding, and strengthening of broken and damaged metals. Use of body filler, solder, grinding, removing, replacing, and realigning of all body parts**
- 2. Refinishing and spotting of individual panel repairs. Rough dry sanding and wet sanding techniques. Final feathering out of body filler, cleaning, prepping application of primers and surfacers. Proper techniques and thorough procedures in taping and masking any given procedures2000**
- 3. Other processes to be learned are different chemical reactions and various uses for different thinners/reducers at given situations. Ability to use and identify which pneumatic tool to use for best results on given situations or applications. Ability to use cleaning and polishing products to best benefit finishes. Mixing, matching, and tinting of all paint products. Proper use and care of all spray equipment. Knowledge of disposal/shop clean-up procedures.2000**
- 4. Removing and installing of all glass associated with automotive and transit applications. Removing, installing, aligning and finishing of all body parts and panels. Removing and re-welding any interior frame work or structure to O.E.M. specifications. Fabrication of all necessary panels and parts. Use of various fabrication equipment such as brakes and shearers. Ability to estimate damage costs and labor hours needed for repairs.2000**

TOTAL HOURS: 8000

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| B. <u>Automotive Partsman</u> | <u>Approximate Hours</u> |
|---|---------------------------------|
| 1. Shop Time | 1000 |
| 2. Waiting on customers | 1250 |
| 3. Inventory control | 500 |
| 4. Shipping | 250 |
| 5. Receiving..... | 250 |
| 6. Filling salesmen's orders | 250 |
| 7. Processing customers, invoices | 250 |
| 8. Parts ordering..... | 125 |
| 9. Processing shop employees' time cards..... | <u>125</u> |
| TOTAL HOURS: | 4000 |

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| <u>C. Coach Heavy Diesel Mechanic</u> | <u>Approximate Hours</u> |
|--|---------------------------------|
| 1. Diesel Engines..... | 1600 |
| 2. Power Transmission (Transmissions, Differentials and Axles) | 800 |
| 3. Brakes and Air Systems..... | 1200 |
| 4. Cooling and Heating Systems | 400 |
| 5. Air Conditioning | 400 |
| 6. Steering Suspension, Chassis | 600 |
| 7. Electrical | 1400 |
| 8. Welding | 160 |
| 9. Miscellaneous..... | <u>1440</u> |
| Total Hours: | 8000 |

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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): **(Example: HVAC/Welding/Vendor Sponsored Training)**
- A combination of home study and approved correspondence courses (specify): **(Example: Vendor supported online correspondence courses (Allison /AC Delco)**
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **(Example: In-house training classes)**

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

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- () twelve-month period from date of registration.*
- () defined twelve-month school year: **(insert month)** through **(insert month)**.
- (X) two-thousand hours of on the job training.

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

Additional Information:

- A. In addition, the apprentice will be required to take courses on all subjects as determined by the Joint Community Transit Apprenticeship Committee. Course tuition and fees will be paid by Community Transit.**
- B. The 144 hours of related/supplemental instruction may be provided through any or all of the sources checked.**

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. Apprentices will be governed by the Labor Agreement, Community Transit's Personnel Rules and Regulations, Maintenance Division Policies per The**

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Community Transit's Maintenance Handbook Rules and Regulations, and the State of Washington Apprenticeship Council Rules and Regulations.

- 2. Upon acceptance into the program, the Coach Heavy Duty Mechanic apprentice must be in possession of a "starter" or small set of tools consisting of:**
 - a. One (1) 1/4 inch drive socket set both shallow & deep sizes 3/16-1/2 and 5mm-14mm.**
 - b. One (1) 3/8 inch drive socket set both shallow and deep sizes 1/4 inch-13/16 inch and 10mm-19mm.**
 - c. One (1) 1/2 inch drive socket set both shallow and deep sizes 1/2 inch-1 1/2 inch and metric as needed.**
 - d. One (1) combination wrench set, 1/4 inch to 1 1/2 inch.**
 - e. One (1) combination wrench set, 7mm-19mm**
 - f. One (1) hex wrench set SAE and Metric .050 inch-3/8 inch and 1.5mm-10mm and a 14mm.**
 - g. One (1) fuel line wrench set SAE and Metric 5/16 inch to 3/4 inch and mm to equivalent.**
 - h. One (1) each of an adjustable wrench sizes six, eight, and twelve inch.**
 - i. Screwdrivers six piece set varying in sizes, (3 flat and 3 Phillips).**
 - j. One (1) each Pliers standard slip joint, adjustable joint and needle nose.**
 - k. One (1) each Pliers standard locking, straight, curved and needle nose.**
 - l. Set (1) Nut Drivers 1/8 inch-1/2 inch.**
 - m. One (1) each Hammers 12oz, 20oz, 4lb, 24oz, Bronze, 48oz dead blow.**
 - n. One (1) Multipurpose/pry bar.**
 - o. One (1) flashlight.**
 - p. One (1) high impedance volt test light.**
 - q. One (1) feeler gauge set.**
 - r. One (1) pliers type cutter.**
 - s. One (1) crimper (wire).**
 - t. One (1) chisel/punch set six piece.**
 - u. One (1) 3/8 inch drive torque wrench.**
 - v. One (1) 1/2 inch drive torque wrench.**
 - w. One (1) mobile tool storage unit of sufficient capacity to hold all tools above.**
 - x. One (1) tire gauge.**
 - y. One (1) appropriate Oil Filter Wrench.**

Additional tools must be purchased by the Coach Heavy Diesel Mechanic apprentice as he/she progresses through the program. Upon completion of the program the apprentice must possess a complete set of heavy equipment tools, and a roll-away tool box with chest.

- 3. The Manager of Maintenance shall assign the day-to-day responsibility for apprentices to the Shop Leadman or designee. Those assigned will submit monthly progress reports for evaluation by the Apprenticeship Committee.**

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Necessary actions if needed to improve progress will be taken at that time. Apprentice Committee shall have overriding authority on Apprenticeship Evaluation.

- 4. The Shop Leadman on shift or designee will be responsible for the supervision of the apprentices.**
- 5. The instructor will be responsible for the supervision of apprentices while in the classroom.**
- 6. Apprentices will be required to complete and pass all shop and related supplemental training course assignments prior to advancement.**
- 7. Complaints shall be brought to any committee member who will attempt to resolve the complaint immediately. However, the committee member shall report all complaints to the Apprenticeship Committee at the next meeting whether resolved or not.**
- 8. Management and Labor will abide by the Apprenticeship Committee's decisions.**
- 9. The Sponsor shall allow flexible hours, within reason, where class hours and shift hours conflict.**
- 10. In addition, the apprentice will be required to take courses on all subjects as determined by the Joint Community Transit Apprenticeship Committee. Courses and fees will be paid by Community Transit.**
- 11. Apprentices will be required to take and pass at an 80% rate, proficiency tests in each area of the program to advance. Repeated failure to pass a proficiency test may result in termination of the agreement or delay in advancement.**
- 12. May provide documents which clearly show evidence of mechanical experience or vocational training for consideration of credit of hours.**
- 13. Apprentice will be subject to random drug testing during the period of employment.**
- 14. The Committee will regularly review the progress of the apprentice. If the demonstrated abilities of the apprentice warrant, the Committee may grant an early credit and upgrade to Journey level mechanic.**
- 15. Credit that has been granted as a result of past training or experience may be reviewed during the probationary period of the apprentice by the Committee. The review will determine if the demonstrated abilities of the**

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apprentice are commensurate with the awarded credit hours. There will be neither any retroactive payment of wages nor any reduction of wages as a result of any change to credited hours as a result of such review.

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

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

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- 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:

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

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- 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.

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,

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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.
 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.

COMMUNITY TRANSIT/I.A.M. DISTRICT 160 APPRENTICESHIP COMMITTEE

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: A quorum consists of two members present from each side.

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

The Apprenticeship Committee shall be composed of three representatives from Community transit management, appointed by management and three representatives from labor, appointed by labor.

COMMUNITY TRANSIT/I.A.M. DISTRICT 160 APPRENTICESHIP COMMITTEE

The employer representatives shall be:

**Billie Jo Johnson, Secretary
7100 Hardeson Road
Everett, WA 98203**

**Dave Richards
7100 Hardeson Road
Everett, WA 98203**

**Ken Bailey
7100 Hardeson Road
Everett, WA 98203**

**Ken Weimer, Alternate
7100 Hardeson Road
Everett, WA 98203**

The employee representatives shall be:

**Dick Wiltse, Chairman
7100 Hardeson Road
Everett, WA 98203**

**Jay Hass
7100 Hardeson Road
Everett, WA 98203**

**Gary Willis
7100 Hardeson Road
Everett, WA 98203**

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.

NONE