



**STANDARDS OF APPRENTICESHIP
adopted by**

SPOKANE HOME BUILDERS ASSOCIATION APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
RESIDENTIAL CARPENTER	47-2031.01	8000 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:

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Standards Amended (review)

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Standards Amended (administrative)

By: DAVE D'HONDТ
Chair of Council

By: STEVE MCLAIN
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):

These Standards, as approved by the Washington State Apprenticeship and Training Council are made a part of the Apprenticeship Agreement applying hereto. The signing of the Agreement, therefore, binds the parties to compliance with the Standards in accordance with the provisions of the State Apprenticeship Act.

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These Standards have been developed by the Spokane Home Builders Association, assisted by the Washington State Apprenticeship and Training Council Representative, to develop skill, knowledge, and craftsmanship in the apprentices; to establish and maintain high standards of practice and workmanship in carpentry to promote uniformity of practice; and to provide the comprehensive and varied training in all facets of the craft over the period of apprenticeship.

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.

Adams, Ferry, Grant, Lincoln, Pend Oreille, Spokane, Stevens, and Whitman Counties as served by the Spokane Home Builders Association.

II. MINIMUM QUALIFICATIONS:

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

Age: **All applicants must be at least eighteen (18) years of age.**

Education: **All applicants shall be a high school graduate or have a certificate of equivalence.**

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

Testing: **None**

Other: **1. All applicants must have a current and valid Washington State driver license and dependable means of transportation to and from job sites in the geographical area covered by these standards.**
2. All applicants must be able to write and speak the English language.
3. All applicants shall submit to the Apprenticeship Office within thirty (30) days of the date of application copies of the

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following documents in order for their application to be considered complete:

- a. Copy of high school diploma or GED.**
- b. Copy of valid Washington State driver license.**
- c. Copy of Social Security card (for identification purposes only).**
- d. DD-214 (if applicable to show proof of related military experience or training).**

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. The Spokane Home Builders Association Apprenticeship Committee recruits and registers apprentices based on the needs of the industry as determined by the Apprenticeship Committee.**
- 2. Applications will be available on a year round basis to interested individuals at:**

**Spokane Home Builders Association
Apprenticeship Office
5813 E. 4th Avenue, Suite 201
Spokane, WA 99212
9 a.m. - 4 p.m., Monday through Friday
(509) 532-4990**

- 3. The application is to be completed and returned to the Apprenticeship Office within 30 days, together with required documentation. No action will be taken on applications that are not completed within 30 days.**

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- 4. All applicants submitting a completed application and required documentation shall be notified, by letter within 30 days of receiving completed application, of their opportunity to enter into the apprenticeship program by the Training Director.**
- 5. An individual, who has received notification of apprenticeship opportunities, has 30 days to deny, accept or request to remain within the eligibility pool. If the applicant fails to respond within 30 days of notification, the individual will be removed from the eligibility pool.**
- 6. Applicants submitting a completed application shall remain active within the eligibility pool for a period of two years from the date of application, unless removed at any earlier date by their own request or by failing to respond to the committee when notified of selection opportunity.**
- 7. Applicants with previous experience or training in the trade may request to have previous hours accounted toward their apprenticeship certification. Each new individual case would come before the Apprenticeship Committee for review and recommendation.**
- 8. EXCEPTIONS:**
 - a. The Apprenticeship Committee may direct enter U.S. Military Veterans who have participated in a registered apprenticeship program or with documented construction related work experience in the trade covered by these Standards as soon as they meet the minimum qualifications.**
 - b. Successful graduates completing a trade specific Job Corps program or a Committee approved College Carpentry Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications.**
 - c. Graduates of pre-apprenticeship programs may be offered direct entry based on industry needs, provided that such graduates meet the minimum requirements of this program.**
 - d. Individuals relocating from another SAC/ATELS approved Apprenticeship Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications providing he or she is in good standing with the program from which they are transferring.**
 - e. Spokane Home Builders Association Apprenticeship Committee agrees to admit into apprenticeship an employee of an employer, not qualifying as a Journey level person, when the employer becomes a**

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member, or is a member, of the Spokane Home Builders Association or one of its local chapters without regard of race, color, religion, national origin, or sex. Such individuals shall be evaluated by the Apprenticeship Committee, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such applicants to be considered, they must meet minimum qualifications.

- f. The Apprenticeship Committee reserves the right to make exceptions to the selection procedure in considering the applicants having previous experience, accredited training and/or currently working for a training agent.

B. Equal Employment Opportunity Plan:

1. Participate in workshops conducted by employment service agencies, school districts, and community based organizations to increase apprenticeship program awareness of current apprenticeship opportunities therein. (WAC 296-05-413(3)(b))
2. The granting of advance standing or credit on the basis of previously acquired experience, training skills or aptitude shall be applied equally for all applicants. (WAC 296-05-413(3)(h))
3. To encourage preparatory trade training or other programs designed to afford related work experience or to prepare candidates for apprenticeship, a sponsor shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program. (WAC 296-05-413(3)(g))
4. Engage in any other such action as stated above to ensure that recruitment, selection, employment and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. (WAC 296-05-413(3)(i))

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:

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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 8,000 hours of reasonably continuous employment and shall include the initial probationary period.

V. INITIAL PROBATIONARY PERIOD:

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

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

All apprentices employed in accordance with these Standards shall be subject to a probationary period not to exceed the first 1,600 hours of employment.

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 ratio of apprentices to journey-level workers for the area to be served shall be no less than one (1) apprentice to one (1) journey-level worker per job site.

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In no case will there be more apprentices employed and trained than can be properly utilized in the labor market in their respective crafts.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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

Step	Number of hours/months	Percentage of journey-level rate
1st period	0000 - 1000 hours	60%
2nd period	1001 - 2000 hours	65%
3rd period	2001 - 3000 hours	70%
4th period	3001 - 4000 hours	75%
5th period	4001 - 5000 hours	80%
6th period	5001 - 6000 hours	85%
7th period	6001 - 7000 hours	90%
8th period	7001 - 8000 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)]

The processes in which the apprentice shall be trained are as shown in the work processes schedule.

The apprentice shall also perform other duties in the shop and on the job as are commonly related to such apprenticeship.

A. <u>Residential Carpenter:</u>	<u>Approximate Hours</u>
1. Form Building	400
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors.	
2. Rough Framing	2000
Floor, wall, roof, stairs.	
3. Outside Finishing	1200
Application of cornice and wall trim. Set door and window frames. Application of all exterior finishes and related trim. Roof covering.	
4. Inside Finishing	1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, closets and stairwork. Flooring	
5. Hardware Fitting	300
Application of hardware fittings to exterior and interior of buildings, doors, and windows	
6. Layout	1500
Batterboards, partitions, doors and windows, box-out in concrete walls, roof.	
7. Care and safe use of tools and woodworking machinery.	500
Including but not limited to, cross cut and rip circular saws, stapler, explosive devices, etc.	

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8. Miscellaneous.....600
Safety, scaffolding, walkways, sheds, protection, etc.

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)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college: **Spokane Community College**
- Training trust
- Other (specify):

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

- twelve-month period from date of registration.*

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- () 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:

The Apprenticeship Committee may accelerate, through the re-evaluation process, the advancement of apprentices who show ability and mastery of the trade to the level for which they are qualified. The Apprenticeship Committee may extend or shorten the period of training through the evaluation of performance of the apprentice.

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. Apprentice:

- a. **It shall be the apprentice's responsibility to notify the Spokane Home Builders Associations' Apprenticeship Committee's Training Director of any change of address and/or phone number on file for contact purposes.**

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- b. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Director's office, no later than the 10th day of the following month, after they have been signed by the employer or an appropriate journey level representative of the employer. These records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, (e) hourly wage, as well as hours of work performed. Monthly reports must be turned in even if not work has occurred.**
- c. Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training to perform assigned tasks in the classroom in accordance to industry standards at the job site. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade instruction as well as on the job.**
- d. Apprentices are responsible for the payment of their tuition, books, and incurred late fees for related classroom instruction.**
- e. Each apprentice shall be required to perform assigned tasks in the classroom in accordance to industry standards at the jobsites. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based on the proficiency shown in subjects covered in the related trade instruction as well as on-the-job.**
- f. The requirements for advancement are: Regular attendance at related supplemental instruction classes (must not be negative in RSI hours), a 70% average minimum grade, satisfactory reports from the employer/journey-level workers, all associated training costs/fees are current, and work progress reports turned in monthly.**
- g. Apprentices must wear work boots or safety shoes, eye protection and/or other personal protective equipment as deemed necessary for safety purposes, and a work shirt covering the shoulders by 3". No cut-offs or sweat pants will be allowed. Anyone violating this rule will be sent home with no credit for the class. The Training Center staff shall have the authority and responsibility to determine if an apprentice is properly attired to work safely in the shop.**
- h. No alcohol, weapons, or drugs will be allowed at any time during scheduled RSI. Anyone violating this will be immediately removed**

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from class, with no credit for class, and will be required to appear before the Apprenticeship Committee.

- i. Apprentices must have reliable/adequate transportation to and from the job site as well as Related Supplemental Instruction training classes.**
- j. An apprentice who shows advanced proficiency on-the-job due to training received prior to entrance into the apprenticeship program may be eligible for re-evaluation after serving his/her probationary period. A written request for re-evaluation must be presented to the Apprenticeship Committee with adequate documentation. Adequate documentation will include both a letter of recommendation from the instructor as well as current employer. It shall be the responsibility of the apprentice to prove past experience or training.**
- k. Apprentices, regardless of wages received, shall be as such until he/she has fulfilled all of the program requirements and has been reclassified as a journey-level worker.**
- l. No apprentice shall act as a foreman, contractor, or employer.**
- m. Extended periods of unemployment will be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained.**
- n. All apprentices must procure prescribed tools as advancements occur.**
- o. This Apprenticeship Committee requires apprentices to attend 144 hours of RSI per school year. All apprentices are required to attend related supplemental instruction as scheduled. No apprentices shall be absent from class without prior authorization from this office. In circumstances of a critical nature, all missed time must be made up within thirty (30) days of the original class.**
- p. Periodic Examinations: Manipulative and related supplemental training examinations, together with on-the-job evaluations, shall be administered to each apprentice, and the apprentice must pass satisfactorily all such examinations and evaluations to advance.**
- q. The apprentice shall satisfactorily complete a final examination in both practical and related subjects before completion of apprenticeship.**
- r. Misconduct or failure of the apprentice to make proper progress on the job and/or related supplemental instruction shall be sufficient**

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cause for cancellation of their Agreement by the Apprenticeship Committee in accordance with WAC 296.05.009 and WAC 296.05.316(21).

2. Employers (Training Agents):

- a. The employer understands that apprentices shall be paid on a percentage progressive basis of the determined journey-level worker wage rate. In no case will the beginning wage be less than that established by the Fair Labor Standards Act of 1938, as amended (commonly referred to as the Wage-Hour Law).**
- b. The employer understands that progress in both on-the-job and related training will be reviewed by the Apprenticeship Committee before the apprentice is advanced or denied advancement to a higher wage rate.**
- c. The employer understands that the required minimum wage scale in this craft for apprentices is stated in Section VII of these standards.**
- d. The employer understands that there will be no discriminations in apprenticeship employment during apprenticeship including, but not limited to, job assignment, promotion, layoff, termination, rates of pay, or other forms of compensation, or conditions of work. All apprentices employed shall be subject to the same job performance requirements.**
- e. The employer understands that all apprentices shall be released from "on-the-job" commitments to attend scheduled related supplemental instruction.**
- f. The employer shall be included in the evaluation process through job site evaluations. Evaluations will be forwarded to the Committee for review and appropriate action.**
- g. The employer agrees to comply with the requirements for apprenticeship established under RCW 49.04, Chapter 296-05 WAC, CFR Parts 29 and 30.**
- h. The employer understands that participation is voluntary and a privilege and the failure to adhere to the requirements for apprenticeship could cancel the employer's agreement and ability to participate in the apprenticeship program.**

3. Committee:

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- a. A local Apprenticeship Committee shall be established whose responsibility shall be to administer the apprenticeship program in accordance with the terms and conditions provided for in these Standards.**
- b. The employer representatives shall be selected from the membership at large by the Spokane Home Builders Association's current President of the Association, and shall be a builder by trade.**
- c. The employee representatives shall be selected by a vote of employees actively employed in the home building construction trade, and who are carpenters by trade. Upon opening of a position on the Apprenticeship Committee for an employee representative, notification shall be posted on home building job-sites outlining the duties of this responsibility, and the qualified carpenters (actively employed in the home building trade for nine (9) of the previous twelve (12) months) shall cast their votes directly to the Spokane Home Builders Association office, where they will be tallied and selection will be made strictly based on the highest number of votes tallied. All records shall be retained by the Apprenticeship Committee.**
- d. The Apprenticeship Committee shall elect a Committee member as Chairman and a Committee member as Secretary from opposite interest groups.**
- e. The Apprenticeship Committee shall meet when deemed necessary by the Chairman. The Apprenticeship Committee shall meet a minimum of four (4) times during one (1) calendar year. Minutes of meetings shall be prepared with copies to each member of the Apprenticeship Committee, the local representative of the State Apprenticeship and Training Council, and file. All Committee members shall be actively participating in the industry as an employer, supervisor, employee, or employee representative.**
- f. The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every pay period.**
- g. Extended periods of unemployment may be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained or the Committee may drop the apprentice from the program.**
- h. A master record of the apprentice's work experience and related instruction shall be kept by the Apprenticeship Committee. This**

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information is to be furnished by the employer, the apprentice and the school authorities. The record cards and all dates pertaining to the apprenticeship shall be the property of the Apprenticeship Committee.

- i. A majority vote of the Apprenticeship Committee shall be final in all matters pertaining to training not in conflict with state and federal law or regulations.

4. Instructor:

Classroom instructors shall keep an attendance record of apprentice's actual class hours. All records shall note tardiness and early departures and shall be turned into the Apprenticeship Office for disposition.

5. Disciplinary Procedures:

- a. Disciplinary action stemming from an apprentice failing to abide by the obligation stated in these Standards may include suspension or cancellation or their Apprenticeship Agreement.
- b. Apprentices who refuse work assignments without just cause are subject to disciplinary action, which may include cancellation of his/her Apprenticeship agreement.
- c. Failure to show regular attendance at related training classes will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the training program. Appearing late or leaving early, as reported by the training facility, is an absence. Regular attendance is defined as not missing more than two classes per semester.
- d. Apprentices, who have missed related supplemental instruction, as outlined in these Standards, will not be eligible for advancement until such time as the requirement is satisfied.
- e. Work experience progress reports must be turned into the Apprenticeship Office made out completely and properly, on time, which is once a month following the performance on the 10th of each month. Failure to comply will result in notification of no pay progression until records are completed.
- f. An apprentice may be discharged from a contractor's employ for unsatisfactory work, improper conduct, indifference to the rules and regulations, or insubordination. Apprentices shall be informed of their work and related training obligations as stated in these

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Standards. The Committee shall notify the apprentices of any violations of the obligation and shall summon the apprentice to appear before the Committee for review. Should circumstances warrant, the Committee may terminate the apprentice's agreement in conformance with WAC 296-05-009.

- g. All apprentices must observe DOSH and OSHA regulations. Three written warnings of safety violations and the apprentice will be cited before the Apprenticeship Committee and could be canceled from the program.**
- h. Any apprentice appearing to be under the influence of alcohol or drugs will not be admitted into the Training Center. Anyone violating this rule must immediately remove themselves from the building and surrounding property.**
- i. Prescription or non-prescription medications are not prohibited when taken in accordance with a lawful prescription or consistent with standard dosage recommendations.**

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

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If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

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

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

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in 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.

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

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

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

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

Forms are available on line at

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

- Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The 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

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- Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

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

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 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

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these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

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.

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

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

The Apprenticeship Committee shall be composed of at least 8 members; four (4) employers and four (4) representatives of employees.

Quorum: A quorum must be present to carry on the regular business of the Apprenticeship Committee. A quorum shall consist of fifty (50) percent plus one (1) of the committee members.

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

The employer representatives shall be:

**Tom Thosath, Chairman
2915 West Smythe
Spokane, WA 99224**

**Ron Thomsen
4022 E. 15th Avenue
Spokane, WA 99223**

**Jim Cole
PO Box 4515
Spokane, WA 99202**

**Tom Lamb
2109 W. Dynamite Lane
Spokane, WA 99224**

**Joel White, Alternate
5813 E. 4th Avenue
Suite 201
Spokane Valley, WA 99212**

The employee representatives shall be:

**Bryan Thompson, Secretary
5813 E. 4th Ave, Suite 201
Spokane Valley, WA 99212**

**James Danner
17910 N. Redowa Drive
Colbert, WA 99005**

**Corey Fitch
1102 N. 16th
Coeur d'Alene, ID 83814**

**Noah McNutt
524 S. Ferrall
Spokane, WA 99202**

**Robert Schmautz, Alternate
2527 W. Dean
Spokane, WA 99201**

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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.

**Kim Waseca-Love
5813 E. 4th Avenue, Suite 201
Spokane, WA 99212**