



**STANDARDS OF APPRENTICESHIP
adopted by**

PACIFIC POWER & LU 125 JATC

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
ESTIMATOR	17-2071.00	6000 HOURS
LINEMAN	49-9051.00	6000 HOURS
METER TECHNICIAN	49-9012.01	6000 HOURS
SUBSTATION WIREMAN (SUBSTATION ELECTRICIAN)	49-2095.00	6000 HOURS



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

APPROVAL:

APRIL 20, 2001
Initial Approval

OCTOBER 16, 2014
Committee Amended

OCTOBER 16, 2014
Standards Amended (review)

OCTOBER 16, 2014
Standards Amended (administrative)

By: ED KOMMERS
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTORY STATEMENT

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

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

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

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

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

Sponsor Introductory Statement (Optional):

The following Standards of Apprenticeship have been prepared by representatives of the Pacific Power & LU 125 Joint Apprenticeship and Training Committee, assisted by the Department of Labor and Industries Apprenticeship Consultant, Apprenticeship Section. When approved and registered with the Washington State Apprenticeship and Training Council, these standards will govern the training of all apprentices in this company.

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I. GEOGRAPHIC AREA COVERED:

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

The geographical area covered by these Standards will be the service territory covered by the Walla Walla, Sunnyside, and Yakima districts of Pacific Power and Light.

II. MINIMUM QUALIFICATIONS:

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

Age: **Applicants for apprenticeship must be age 18 or older**

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

Physical: **Able to perform the work of the trade.**

For occupation Estimator only: None

Testing: **For the occupation Lineman only: Achieve a passing score of 5 on the National Joint Apprenticeship Training Committee Electrical Aptitude Test.**

For the occupations Estimators and Substations Wireman only: Achieve a passing score of 6 on the National Joint Apprenticeship Training Committee Electrical Aptitude Test.

For the occupation Meter Technician only: Achieve a passing score of 7 on the National Joint Apprenticeship Training Committee Electrical Aptitude Test.

Other: **For the occupation Lineman only: They shall have served a minimum of 6 months but not more than 2 years in the Apprentice Qualified position. Have a valid CDL Class A drivers license and maintain a satisfactory driving/accident record.**

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For the occupation Meter Technician only: Must have a valid driver license.

For the occupation Substations Wireman only: They shall have served a minimum of 6 months but not more than 2 years in the Apprentice Qualified position. Have a valid CDL Class A drivers license and maintain a satisfactory accident record.

For the occupation Estimators only: They shall have served a minimum of 6 months but not more than 2 years in the Apprentice Qualified position. Must have a valid driver license.

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:

Exempt per WAC 296-05.405(1)(a).

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05.405(1)(a).

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)].

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The term of apprenticeship shall be three (3) years or 6000 hours of reasonably continuous employment. Two thousand hours of work per year will be minimum amount considered as reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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

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

The first six months or 1000 hours of work of the term of apprenticeship shall be considered probationary. During this period the continued employment as an apprentice shall be entirely at the option of the JATC.

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. For the occupation of Lineman only:

To insure proper supervision, training, safety, and continuity of employment, the ratio of apprentices to journey-level workers should not exceed one (1) apprentice to three (3) journey-level workers throughout the sponsor's work

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force. An apprentice shall work under the supervision of a journey-level worker as per the bargaining agreement and past practice.

B. For the occupations Meter Technician, Estimator and Substation Wireman only:

To insure proper supervision, training, safety, and continuity of employment, the ratio of apprentices to journey-level workers should not exceed one (1) apprentice to two (2) journey-level workers throughout the sponsor's work force. An apprentice shall work under the supervision of a journey-level worker as per the bargaining agreement and past practice.

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
1	0000 – 1000 hours (0 – 6 months)	73%
2	1001 – 2000 hours (7 – 12 months)	76%
3	2001 – 3000 hours (13 – 18 months)	80%
4	3001 – 4000 hours (19 – 24 months)	84%
5	4001 – 5000 hours (25 – 30 months)	87%
6	5001 – 6000 hours (31 – 36 months)	90%

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VIII. WORK PROCESSES:

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

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

<u>A. Estimator:</u>	<u>Approximate Hours</u>
1. OJT study of specifications and procedures for construction of overhead and underground.....	1300
2. Prepare estimates that include labor, materials, transportation, and overheads	1200
3. Make sketches and maps as directed and perform joint use work in the office and in the field	1350
4. Perform field surveys and prepare rights of way and crossing permits	1200
5. Prepare contracts and agreements for line extension charges, follow up with the customer	650
6. Other estimator related work processes as may be deemed necessary by the employer.....	300
Total Hours:	6000

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B. Lineman: Approximate Hours

OVERHEAD

- 1. Poles, structures, arms, guys, and anchors.....1200
- 2. Conductors and insulators500
- 3. Switches and cutouts.....200
- 4. Transformers, capacitors, regulators, and reclosures800
- 5. Servicedrops, laterals, and lighting450
- 6. Other linework-related processes, which may be deemed necessary
by the committee650
This category may include safety, cross training, equipment and
tool training.
- 7. Hot work750
Hot work shall be approximately 24% of the first four (4)
categories.

UNDERGROUND

- 1. Conduits, ducts, and vaults50
- 2. Conductors, terminators, stress cones, elbow, splices, switches
and cutouts, transformers, and street lights525
This category includes the pulling and terminating of both
primary and secondary cables.
- 3. Fault identification, location, and repair275
This shall include both primary and secondary.
- 4. Other linework related processes that may be deemed the
committee.....600
This may include underground locating, mapping, switching
and cable identification

TOTAL HOURS: 6000

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<u>C. Meter Technician:</u>	<u>APPROXIMATE HOURS</u>
1. Repair, test and install single-phase and polyphase watt-hour Meter	2000
2. Repair, test and install demand registers and demand meters.....	1000
3. Meter shop work and record keeping	400
4. Repair, test and install recording meters, instruments, Pulse-transmitting and pulse receiving devices.....	500
5. Test and install instrument transformers and associate Metering.....	700
6. Test connections to watt-hour metering, reactive metering and to instrument transformers with ratio verification.....	100
7. KVAR, DVA, KQ phase angle and other special tests	300
8. Other meterman related work processes as may be deemed necessary by the employer.....	1000
Total Hours:	6000

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<u>D. Substation Wireman (Substation Electrician):</u>	<u>Approximate Hours</u>
1. Install control & power cables & conduit. Wire Control & relay panels, print reading.....	650
2. Install, maintain and repair bus, insulators, supports, disconnects, gang operated airbreak switches.....	600
3. Install, maintain, repair and test HV circuit breakers, fuses, circuit switches.	1000
4. Install, maintain, repair and test transformers, LTC's, regulators and capacitors.....	1000
5. Install, maintain, repair and test motors, pumps, compressors, generators, and other rotating equipment.....	200
6. Install, maintain, repair and test batteries and chargers	200
7. Erecting structures & installing miscellaneous substation equipment	500
8. Perform substation switching	200
9. Use troubleshooting skills to locate electrical and mechanical equipment	500
10. Operate various aerial equipment.....	150
11. Install and remove protective barriers and personal grounds using hotsticks and practices.....	200
12. Other substation journey-level related work processes as may be deemed necessary.....	800
Total Hours:	6000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Camp Rilea Apprentice Lineman's School, Company Technical Training Center. Other classes/course as approved by the Committee.**

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

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

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

Additional Information:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

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

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

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

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

A. General Procedures

- 1. An apprentice may feel free to discuss questions, suggestions, or complaints relating to apprenticeship with the Apprenticeship Coordinator, or any member of the Joint Apprenticeship Committee. The apprentice may appear before the Committee on any matter relating to his or her apprenticeship. On all questions other than apprenticeship, normal Company procedure under the Union contract will apply.**
- 2. The Committee will discuss progress or lack of it with the apprentice as**

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needed. In case of failure of the apprentice to fulfill the obligations of safety-related instruction or on-the-job performance, the Committee shall have the authority to suspend or revoke the apprentice's agreement or withhold the apprentice's advancement. The Company and Union agree to carry out the instruction of the Committee in these cases. The apprentice agrees to abide by the determination of the Committee.

3. The Committee will certify to the Union for examination all apprentices who satisfactorily complete the apprenticeship program.
4. The Committee will certify to the Registration Agency and request completion certificates for all that complete the program satisfactorily.
5. The Committee will consider questions concerning the registration, cancellation and de-registration of the program. Such action will only be taken after a two-thirds vote of the Committee. Modifications or amendments in the program will be submitted promptly to the agency and the Washington Department of Labor and Industry.
6. The Committee will supply the Company, the Union, and the Washington Department of Labor and Industry with copies of minutes and other appropriate reports and correspondence as needed.
7. CREDIT FOR EXPERIENCE/ADVANCED STANDING

- a. **REQUIREMENTS:**

Experience: Have previous applicable vocational, trade and similar kinds of formal technical training and/or previous employment experience directly related to the apprenticeship. Apprentices must submit documentation certifying the content and successful completions or performance in the program or work experience.

AND/OR

Performance: Have demonstrated unusual (advanced) performance evidenced by task progress reports, interpersonal skills reports, and solicited letters from the foreman, chiefs, senior and/or journey level workers who have worked directly with the apprentice. Any other relevant information presented to the Committee may also be considered.

- b. **ASSESSMENT/AWARD**

Assessment may be made at any time during the apprenticeship if applicable experience and/or performance have been acquired or shown. Directly related non-company experiences or credit for performance may

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be considered. The Committee will assess the value of the previous training and/or experience and award the amount of advanced standing it judges appropriate. Awards will be made in three (3) month increments.

Enroll apprentices with credit or advanced standing as determined in the preceding paragraphs into the program of related training in as practical a way as possible, considering all factors such as the development of the apprentice and the facilities reasonably available. An apprentice enrolled in any step shall be required to complete a minimum of 144 hours of related instruction in any year.

8. THE COMPANY SHALL:

- a. Appoint 3 representatives to the Joint Apprenticeship Committee.
- b. Supply assistance to the Committee in the development of programs of instruction for apprentices.
- c. Instruct the apprentice in safe and healthful work practices, both on the job and in related instruction, and shall insure that the apprentice is trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards.
- d. Provide the apprentice with such on-the-job supervision, experience, and instruction as is reasonably necessary to develop skillful, practical, competent craftworkers. The schedules of work for the various trades listed in item 8 "Work Processes" shall be the basic guide for assignment of work to apprentices.
- e. Pay all apprentices according to the wage scale established by the current Union agreement.
- f. Retain a graduated apprentice who has completed all requirements and examinations until an opening in the journey level worker classification exists as set forth in the collective bargaining agreement.

9. THE UNION SHALL:

- a. Appoint 3 representatives to the Joint Apprenticeship Committee.
- b. Conduct its efficiency examinations promptly after certification by the Joint Apprenticeship Committee.

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- c. **Notify the Company of the results of the examination so that the apprentice's record may be complete.**

10. RECORDS:

Each apprentice shall maintain a monthly time report. The apprentice shall list daily, the number of hours worked on each work process. Where there is no free time to complete this record on Company time, it will be done on the apprentice's own time without compensation. The time reports shall be verified by the apprentice's supervisor and shall be submitted to the Apprenticeship Coordinators office at the end of each month. The journey level worker, foremen, instructors and supervisors responsible for the apprentice, shall submit periodic written progress reports and evaluations as required by the Committee. The Apprenticeship Coordinators office shall maintain a cumulative record for each apprentice, showing the progress in acquiring knowledge of the various skills involved in the training, together with such other information as may be necessary to provide an adequate apprenticeship record. Apprenticeship records shall be maintained for no less than five years.

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 Joint Apprenticeship Committee shall be comprised of 3 PacifiCorp employer and 3 employee members of I.B.E.W. LU 125 to represent the training program.

Quorum: **SEE ABOVE**

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

The employer representatives shall be:

**Mike Gavin, Chairman
650 East Douglas
Walla Walla, WA 99362**

**Mike Paulson
500 North Keys Road
Yakima, WA 98901**

**Tanyl Tinhof
75 Duncan Lane
Walla Walla, WA 99362**

**Dan Thomsen, Alternate
650 East Douglas
Walla Walla, WA 99362**

**Paul Harris, Alternate
500 North Keys Road
Yakima, WA 98901**

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The employee representatives shall be:

**Thatcher Brooks, Secretary
500 North Keys Road
Yakima, WA 98901**

**Ray Monroe
500 North Keys Road
Yakima, WA 98901-1164**

**Brian Struckmeier
650 East Douglas
Walla Walla, WA 99362**

**Larry Hurst, Alternate
650 East Douglas
Walla Walla, WA 99362**

**Ken Spain, Alternate
500 North Keys Road
Yakima, WA 98901-1164**

**Chuck Cyr, Alternate
500 Keys Road
Yakima, WA 98901-1163**

**Jon Thorsen, Alternate
650 East Douglas
Walla Walla, WA 99362**

**Chuck Cyr, Alternate
500 Keys Road
Yakima, WA 98901-1163**

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.

**Paul Ross, Apprentice Coordinator
1950 Mallard Lane
Klamath Falls, OR 97601**