



**STANDARDS OF APPRENTICESHIP  
adopted by**

**NORTHWEST LABORERS APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
LABORER (REGISTRATION PRIOR TO JUNE 1, 2012)	47-2061.00	4000 HOURS
LABORER (REGISTRATIONS EFFECTIVE JUNE 1, 2012)	47-2061.00	6000 HOURS
LABORER (CITY OF SEATTLE)	47-2061.00	4000 HOURS
LABORER (SHIPYARD WORKER)	47-2061.00	4000 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:**

JULY 21, 1983  
Initial Approval

FEBRUARY 24, 2012  
Committee Amended

FEBRUARY 24, 2012  
Standards Amended (review)

OCTOBER 21, 2011  
Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: JOSE RODRIGUEZ  
Secretary of Council

## NORTHWEST LABORERS APPRENTICESHIP COMMITTEE

### INTRODUCTORY STATEMENT

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

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

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

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

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

Sponsor Introductory Statement (Optional)

**These Standards have been developed by representatives of the Washington and Northern Idaho District Council of Laborers, the Seattle, Tacoma Chapter of the A.G.C., Inland Northwest Chapter of the A.G.C.; the Oregon Columbia Chapters of the A.G.C.; and the City of Seattle, in conjunction with the Public Service & Industrial Employees Local 1239 of the Laborers International Union - AFL-CIO; and the Puget Sound Metal Trades**

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**Council; the Puget Sound Shipbuilders and Ship Repair Employers; and, assisted by the Washington State Department of Labor and Industries, Apprenticeship Section.**

### **Definitions**

**MANAGEMENT shall mean any employer having contractual relationship with the Local Union which subscribes to terms and conditions of these Apprenticeship Standards and which has facilities and equipment to properly train an apprentice.**

**LABOR shall mean the Washington and Northern Idaho District Council of Laborers and its Affiliated Locals.**

### **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.

#### **A. Laborers and Laborers (Shipyard Workers)**

**All of the State of Washington, Idaho, and Utah.**

**Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the states of Idaho or Utah, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the states of Idaho and Utah.**

#### **B. Laborers (City of Seattle)**

**The area covered by these Standards shall be all departments of the City of Seattle, Washington.**

### **II. MINIMUM QUALIFICATIONS:**

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

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### **A. General**

- Age: **At least 18 years of age.**
- Education: **Tenth grade education or equivalent.**
- Physical: **Must be able to meet the requirements of the trade.**
- Testing: **None**
- Other: **All applicants must have a current valid driver's license and should have dependable transportation to all assigned job sites. All applicants shall submit to the Apprenticeship Office and/or Committee a copy of their current valid driver's license, documentation validating 10th grade education or the equivalent.**

### **B. Specific**

#### **Laborers (City of Seattle)**

**Per rules and regulations Administered by City of Seattle Personnel Department.**

### **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**

**All individuals will take and pass a drug test with negative findings prior to registration as a registered apprentice (includes direct entry).**

##### **1. Laborers and Laborers (Shipyard Workers)**

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- a. **The Apprenticeship Committee or their designee shall determine at their meeting, the number of new apprentices to be accepted after examining the projected work picture and available work force.**
- b. **All applications are obtained and filled out at the specified Orientation session or at other locations as authorized by the Apprenticeship Committee. Interested applicants must obtain applications in person. Locations or Local Unions can be found on the programs' web site:  
<http://www.nwlaborers.org/> or  
<http://www.nwlaborerstraining.org/contact.htm>**
- c. **All applicants shall submit to the Apprenticeship Committee, or the designated representative, a copy of the documents requested on the application. (minimum is copy of current valid drivers license and proof of completion of 10th grade education or equivalent)**
- d. **Upon submission of application and required document and completion of orientation assessment, the applicant will be placed on eligible-for-interview list. Applicants will be placed on the list according to their scores. Applicant must stay active on the list by checking in by email or mail monthly. Those applications evaluated that have been on the list for two (2) years without being reached will be removed from the list.**
- e. **If applicant does not contact the program within 3 months, they may be removed from the "eligible for interview list" without notice.**
- f. **After six (6) months the applicant may submit additional work history documentation certifying employment and/or proof of training. The applicant will be re-evaluated after submission of the documents for additional points.**
- g. **Interviews will be conducted on an "As Needed" basis. Once an applicant is interview, they will be placed on the "Eligible for Pre-Construction Training (PCT) Course. Applicants will be placed on the list according to their total scores from the orientation assessment and interview.**
- h. **When the program offers a Pre-Construction Training Course, the applicants with the highest number of accrued points will be given the first opportunity for training. (See Exceptions)**
- i. **Upon satisfactory completion of the Pre-Construction Course, applicants will be ranked and placed on a Ready-For-Dispatch List at the appropriate local union.**

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- j. When the Apprenticeship Committee needs to place one or more applicants on a job, the applicant with the highest ranking will be referred first if there are no apprentices, on the appropriate local union Out-of-Work List (OOWL.) Exception: If there are apprentices on the OOWL but they cannot be contacted, then individual can be brought from the Ready-For-Dispatch List. Thereafter, the apprentices will register on the appropriate local union Out-Of-Work List.**
- k. It shall be the responsibility of the applicant to keep the Apprenticeship Committee advised of a current phone number and address where they can be reached upon short notice. Failure of the applicant to comply will void the application.**
- l. EXCEPTIONS:**
  - (1) The order of scores may be superseded to meet JATC affirmative action goals in conformance with the Washington State Apprenticeship and Training Council rules.**
  - (2) Individuals, who become members of a local union solely through an organizational effort and are lacking journey worker skills, may receive direct entry into the apprenticeship registration provided they meet the minimum qualifications (see Minimum Qualifications).**
  - (3) Graduates of committee approved programs such as Job Corps, Helmet-to-Hardhats, Department of Corrections, or other apprenticeship preparation programs as approved by the JATC may receive direct entry into the apprenticeship registration provided they meet the minimum qualifications (see Minimum Qualifications).**
  - (4) Apprentices relocating from other states or DOL Office of Apprenticeship approved Apprenticeship Programs may receive direct entry into the apprenticeship provided the construction craft laborer meets the minimum qualifications (see Minimum Qualifications).**
  - (5) Employers who have not signed a collective bargaining agreement and wish to have their employees trained may receive direct entry into apprenticeship registration provided:
    - (a) They meet the minimum qualifications. And**
    - (b) The employer signs a Contribution Agreement with the Laborers-Employers Training Trust Fund of Washington. And**
    - (c) All employers requesting “approved training agent” status shall sign an agreement agreeing to comply with federal or state****

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- apprenticeship rules and the appropriate apprenticeship standards. And  
(d) Are within ratio as determined by the JATC committee.

### **2. Laborers (only)**

#### **EXCEPTIONS**

Native Americans referred from a local Tribal Employment Rights Office (TERO) located in Washington State and Northern Idaho may receive direct entry into the apprenticeship program as a construction craft laborer for work on Federally recognized Reservations provided that:

- a. Applicants meet the "TERO Minimum Qualifications" for selection as an apprentice Construction Craft Laborer, which are:

**Age:** At least 18 years of age.  
**Education:** Currently have or are working towards achieving a tenth grade education or equivalent.  
**Physical:** Must be able to meet the requirements of the trade.  
**Testing:** Must take and pass a drug test with a negative finding.  
**Other:** Should have dependable transportation to all assigned job sites.  
Currently have or are working towards achieving a valid drivers license.

- b. Agree to meet all of the "Minimum Qualifications" (see Minimum Qualifications) of the apprenticeship standard prior to working off the reservation while working towards a positive career path as a Construction Craft Laborer.

- c. Employer (Training Agent requirements)

(1) All employers working on federal/state recognized reservations requesting "approved training agent" status shall sign an agreement to comply with all federal or state apprenticeship rules and the appropriate apprenticeship standards. And

(2) Are within journey-level to apprentice ratio as determined by the JATC committee.

### **3. Laborers (City of Seattle only)**

All apprentices will be selected through the Civil Service practices of the City of Seattle.

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### **B. Equal Employment Opportunity Plan:**

- 1. To encourage establishment and use of preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
- 2. Grant credit for previous trade experience or trade-related courses for all applicants equally.**
- 3. Engage in other such actions as stated above to insure that recruitment, selection, employment and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin or sex.**
- 4. Selection from lists of qualified applicants for apprenticeship in other than order of ranking so as to reach women (minority and non-minority) and minorities**

### **Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

## **IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

### **A. Laborer (APPRENTICES REGISTERED PRIOR TO JUNE 1, 2012)**

**The term of apprenticeship shall not be less than 4,000 hours of reasonably continuous employment.**

### **B. Laborer (City of Seattle) and Laborer (Shipyard Worker)**

**The term of apprenticeship shall not be less than 2 years/4,000 hours of continuous employment**

### **C. Laborer (APPRENTICES REGISTERED BEGINNING JUNE 1 2012)**

**The term of apprenticeship shall not be less than 6,000 hours of reasonably continuous employment.**

## **V. INITIAL PROBATIONARY PERIOD:**



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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. Laborers**

**All apprentices employed in accordance with these Standards in the 4000 hour program shall be subject to a probationary period of the first 800 hours of employment.**

**All apprentices employed in accordance with these Standards in the 6000 hour program shall be subject to a probationary period of the first 1200 hours of employment.**

### **B. Laborers (Shipyard Workers)**

**All apprentices employed in accordance with these Standards shall be subject to a probationary period of the first 800 hours of employment.**

### **C. Laborers (City of Seattle)**

**All apprentices employed in accordance with these Standards shall be subject to the city charter's and the Laborer agreement's probationary period of 12 months and during such probationary period to all the terms of the apprenticeship agreement.**

## **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

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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. Laborers**

- 1. An employer employing one or more Journey-level laborers may employ apprentices per the below Apprentice Ratio Chart. This is to be interpreted as per job (contract not per crew or per contractor (employer). Each Contractor or contract is separate with their own ratios on the job, this is to be interpreted as (See Attached).**

**Apprentice Ratio Chart**

<b>Journeyman</b>	<b>Apprentices</b>
<b>1</b>	<b>1</b>
<b>2</b>	<b>1</b>
<b>3</b>	<b>1</b>
<b>4</b>	<b>2</b>
<b>5</b>	<b>2</b>
<b>6</b>	<b>2</b>
<b>7</b>	<b>3</b>
<b>8</b>	<b>3</b>
<b>9</b>	<b>3</b>
<b>10</b>	<b>4</b>
<b>11</b>	<b>4</b>
<b>12</b>	<b>4</b>
<b>13</b>	<b>5</b>
<b>14</b>	<b>5</b>
<b>15</b>	<b>5</b>
<b>16</b>	<b>6</b>
<b>17</b>	<b>6</b>
<b>18</b>	<b>6</b>
<b>19</b>	<b>7</b>
<b>20</b>	<b>7</b>
<b>21</b>	<b>7</b>
<b>22</b>	<b>8</b>
<b>23</b>	<b>8</b>
<b>24</b>	<b>8</b>
<b>25</b>	<b>9</b>

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26	9
27	9
28	10
29	10
30	10
31	11

**Sequential pattern would continue for remaining numbers.**

- 2. In the Housing Industry apprentices may be employed at the ratio of one for each journey-level laborer. For the purpose of this section, housing shall be defined as not to exceed four story walk-up type apartments.**
- 3. In the new and expanding segments of the industry, as an example, weatherization, asbestos abatement, hazardous material handling, and radioactive contaminants, apprentices may be employed at the ratio of one apprentice for each journey-level laborer.**
- 4. The proper ratio of journey-level laborers to apprentices will be maintained when reducing the work force and when transferring employees from project to project. When performing overtime or emergency work, journey-level laborers will be given preference. The above ratio will be followed as closely as possible.**
- 5. The apprentice to journey-level ratios established above may be altered on a project by project basis depending on the availability of current apprentices.**
- 6. The apprentice to journey-level worker shall never exceed a one to one (1:1) ratio.**
- 7. The ratio's established under Section VI.A are subject to the availability of current apprentices.**

**B. Laborer (Shipyard Workers)**

- 1. An employer employing one or more journey-level laborers may employ one (1) apprentice for each three (3) journey-level laborers.**
- 2. On special project agreements, the contractors may employ apprentices at the ratio of one (1) apprentice for each journey-level laborer in compliance with the project agreement.**
- 3. The proper ratio of journey-level laborers to apprentices will be maintained when reducing the work force and when transferring employees from project to project. When performing overtime or emergency work, journey-level**

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laborers will be given preference. The above ratio will be followed as closely as possible.

4. The above ratio is subject to the availability of apprentices.

### **C. Laborer (City of Seattle)**

1. An employer employing one or more journey-level laborers may employ an apprentice for each four (4) laborers.
2. The above ratio is subject to the availability of apprentices

## **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. Laborer**

Step	Number of hours/months	Percentage of journey-level rate	Other
1	0000 - 1000 hours	60%	80 total hours of required related training
2	1001 - 2000 hours	70%	160 total hours of required related training
3	2001 - 3000 hours	80%	240 total hours of required related training
4	3001 - 4000 hours	85%	320 total hours of required related training
5	4001 - 5000 hours	90%	400 total hours of required related training
6	5001 - 6000 hours	95%	480 total hours of required related training

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**NOTE: Active apprentices prior to June 1, 2012 will remain in the 4000 hour program. Apprentices registered beginning June 1, 2012 will be in the 6000 hour program.**

**The following is the STEP 4 for those apprentices in the 4000 hour program.\**

<b>4</b>	<b>3001 - 4000 hours</b>	<b>90%</b>	<b>320 total hours of required related training</b>
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**The records of the Northwest Laborers Training Trust shall determine the pay scale of all apprentices. Pre-construction training (PCT) does not apply - some related training taken prior to registration may apply if approved by the Training Director. Related training hours should be completed as near as possible to each pay raise (i.e. 80 hours of required related training for each 1000 hours of on-the-job training). Classes will be scheduled through the Northwest Laborers Training Program.**

**B. Laborer (Shipyard Workers)**

Step	Number of hours/months	Percentage of journey-level rate	Other
<b>1</b>	<b>0000 - 1000 hours</b>	<b>60%</b>	<b>80 total hours of required related training</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>70%</b>	<b>160 total hours of required related training</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>80%</b>	<b>240 total hours of required related training</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>90%</b>	<b>320 total hours of required related training</b>

**The records of the Northwest Laborers Training Trust shall determine the pay scale of all apprentices. Pre-construction training (PCT) does not apply - some related training taken prior to registration may apply if approved by the Training Director. Related training hours should be completed as near as possible to each pay raise (i.e. 80 hours of required related training for each 1000 hours of on-the-job training). Classes will be scheduled through the Northwest Laborers Training Program.**

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**C. Laborer (City of Seattle)**

Step	Number of hours/months	Percentage of journey-level rate	Other
1	0000 - 1000 hours	85%	90 total hours of required related training
2	1001 - 2000 hours	87%	180 total hours of required related training
3	2001 - 3000 hours	91%	270 total hours of required related training
4	3001 - 4000 hours	94%	360 total hours of required related training

The records of the Northwest Laborers Training Trust and the City of Seattle payroll records shall determine the pay scale of all apprentices.

Related Training hours should be completed as near as possible to each pay raise (i.e. 90 hours of related for each 1000 hours of on-the-job training). Classes will be scheduled through the Northwest Laborers Training Program.

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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. Laborer (APPRENTICES REGISTERED PRIOR TO JUNE 1, 2012)**  
**APPROXIMATE HOURS**

**1. General Skills .....2000**

**a. Site/Project Preparation and Maintenance**

- Clearing, bucking, and falling.
- Transportation, dismantling, and stockpiling of scaffolding and work platforms.
- Grading and compaction.
- Layout and staking protocols.
- Rigging and signaling for work traditionally performed by construction craft laborers.
- Site preparation, clean-up, and security.

**b. Tools, Equipment and Materials**

- Tools equipment, and material recognition and preparation.
- Hand electric, gas, pneumatic, and power tool/equipment use and maintenance.
- Tool, equipment, and material storage and security.

**c. Safety**

- Confined space safety
- Flagging, signing, and traffic safety awareness.
- Hazard material recognition.
- Trenching and site excavation.

**2. Specific Skills .....2000**

Apprentices to gain experience in each of the following specific work groups.

**a. Environmental Remediation**

- Asbestos Abatement
- Hazardous Waste Abatement

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**Lead Abatement  
Petro-Chemical Abatement  
Radiation Remediation  
Weatherization**

**b. Building Construction**

**Concrete (tending, placement, removal)  
Landscaping  
Mason/Plasterer Tending**

**c. Heavy/Highway Construction**

**Asphalt  
Drilling and Blasting  
Pipe Laying (work traditionally performed by construction  
craft laborers)  
Tunnels and Shaft**

**Total Hours:**

**4000**



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**B. Laborer (FOR APPRENTICES REGISTERED BEGINNING JUNE 1, 2012)**  
**APPROXIMATE HOURS**

**1. General Skills .....4000**

**a. Site/Project Preparation and Maintenance**

- Clearing, bucking, and falling.
- Transportation, dismantling, and stockpiling of scaffolding and work platforms.
- Grading and compaction.
- Layout and staking protocols.
- Rigging and signaling for work traditionally performed by construction craft laborers.
- Site preparation, clean-up, and security.

**b. Tools, Equipment and Materials**

- Tools equipment, and material recognition and preparation.
- Hand electric, gas, pneumatic, and power tool/equipment use and maintenance.
- Tool, equipment, and material storage and security.

**c. Safety**

- Confined space safety
- Flagging, signing, and traffic safety awareness.
- Hazard material recognition.
- Trenching and site excavation.

**2. Specific Skills.....2000**

Apprentices to gain experience in each of the following specific work groups.

**a. Environmental Remediation**

- Asbestos Abatement
- Hazardous Waste Abatement
- Lead Abatement
- Petro-Chemical Abatement
- Radiation Remediation
- Weatherization

**b. Building Construction**

- Concrete (tending, placement, removal)
- Landscaping
- Mason/Plasterer Tending
- Scaffold Building

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**c. Heavy/Highway Construction**

**Asphalt**

**Drilling and Blasting**

**Grade Checking**

**Pipe Laying (work traditionally performed by construction  
craft laborers)**

**Tunnels and Shaft**

**Total Hours: 6000**

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<b><u>C. Laborer (Shipyard Worker)</u></b>	<b><u>APPROXIMATE HOURS</u></b>
<b>1. General Laborer.....</b>	<b>1000</b>
<b>Sort, salvage and dispose of scrap materials, Firewatch, Carpenter Helpers, clean docks and yards, shops washrooms and toilets, miscellaneous labor in shipyards, loading and unloading carloads of material and related tasks.</b>	
<b>2. Shipyard Laborer.....</b>	<b>1000</b>
<b>Cleaning bilges and sumps, boilers, uptakes, stacks, chain and storage lockers, steam cleaning, removal of preservatives on ships, ventilation systems (including fan-rooms and ducts) and related tasks.</b>	
<b>3. Dock Labor.....</b>	<b>1000</b>
<b>Lower docks, set keel and bilge blocks, center and tie up ships, erection of portable staging, removal of barnacles and moss by wire brush, spuds or sand blast, wash down docks or haul in railways, hydroblasting, shot blasting and related tasks.</b>	
<b>4. Specialty Labor .....</b>	<b>1000</b>
<b>Jackhammer work, facility maintenance including paving, concrete placement, form stripping, cement and cleaning of fresh water tanks, blueprint reading, spill containment booms, lead paint abatement, asbestos abatement, forklift and bobcat operation, power and hand tools (including needle guns, grinders, pneumatic gas and electric pumps) and related tasks.</b>	
<b>TOTAL HOURS:</b>	<b>4000</b>

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**D. Laborer (City of Seattle)**

**APPROXIMATE HOURS**

- 1. **General Skills, Site/Project Preparation & Maintenance .....1200**  
Clearing, bucking, and filling. Transportation, dismantling & stockpiling of scaffolding and work platforms. Grading and Compaction. Layout and staking protocols. Rigging and signaling for work traditionally performed by construction craft laborers. Site preparation, clean up and security.
- 2. **Tools, Equipment and Materials .....800**  
Tools, equipment, and material recognition & preparation. Hand electric, gas, pneumatic, and power tools/equipment, & material storage & security.
- 3. **Safety .....500**  
Confined space safety. Flagging, signing, & traffic safety awareness. Hazard material recognition. Trenching and site excavation.
- 4. **Environmental Remediation .....300**  
Hazardous Waste Abatement (such as Lead Abatement, Asbestos Removal and other hazardous waste).
- 5. **Building Construction .....1200**  
Concrete (tending, placement, removal), Landscaping, Asphalt, Pipe Laying (work traditionally performed by construction craft laborers)

**TOTAL HOURS: 4000**

## NORTHWEST LABORERS APPRENTICESHIP COMMITTEE

### **IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

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

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

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

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

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

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Courses and facilities as approved by the JATC.**

### **Laborers and Laborers (Shipyard Workers)**

**160** Minimum RSI hours per year, (see WAC 296-05-316(6)):

## NORTHWEST LABORERS APPRENTICESHIP COMMITTEE

### Laborers (City of Seattle)

**180** Minimum RSI hours per year, (see WAC 296-05-316(6)):

- (X) two-thousand hours of on the job training.

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. Laborer and Laborer (Shipyard Worker)

###### Apprentices will be required to take drug tests.

**The results of all employer administered substance abuse tests shall be furnished to the training program. Failure of a substance abuse test will result in disciplinary action and/or termination from the apprenticeship program.**

## NORTHWEST LABORERS APPRENTICESHIP COMMITTEE

### Disciplinary Action:

**First offense: 30 days of non-eligibility for out-of-work-list registration.**

**Second offense: Termination from the Apprenticeship Program.**

### **2. Laborer (City of Seattle)**

**As determined and set forth by the Sub-Committee or under the collective bargaining agreement.**

### **B. Local Apprenticeship Committee Policies**

- 1. Must accept all job referrals within the 60-70 mile radius of their normal dispatch.**

**Exception: An apprentice has the right to refuse work prior to dispatch under the Memorandum of Understanding for Private Residential/Mixed Use Building Work. An apprentice may not quit a job under this agreement once dispatched.**

- 2. Must place themselves on the out-of-work list (OOWL) when not working for an authorized training agent.**
- 3. Must send in work process hours as required by the Northwest Laborers JATC (once per week when working and once per month when not working).**

- 5. An apprentice may turn down work in the classification of traffic control after 400 hours of on-the-job training have been completed prior to dispatch, but the apprentice may not quit in the middle of a job or if already dispatched.**

- 6. Refusal or inability to take a drug test shall be considered a failure.**

- 8. Policy for unexcused absences for apprentices.**

- a. First unexcused absence: A letter of warning from the apprenticeship program will be sent by regular mail to the apprentice explaining the consequences of failing to participate in mandatory training requirements. The Coordinator will make every effort to contact the apprentice by phone or in person to explain the consequences of additional unexcused absences. The Coordinator will make every effort to contact the contractor to determine the reason for the**

## **NORTHWEST LABORERS APPRENTICESHIP COMMITTEE**

**apprentice's failure to attend mandatory related training. The Coordinator will assign a replacement class date at this time.**

- b. Second unexcused absence: The Coordinator and Business Manager (or his designee) will meet with the apprentice at a designated location and notify the apprentice of their requirement to attend a local Joint Entrant Training Committee (JETC) meeting and explain or account for their actions. The Coordinator will assign a replacement class date at this time. The JETC will hear the apprentice's argument and explain the consequences for any additional unexcused absences from mandatory related training. The JETC will notify the apprentice that a third unexcused absence may result in termination from the apprenticeship program. The apprentice will also be required to sign a document that they understand the consequences of another unexcused absence.**
  - c. Third unexcused absence: The apprentice may be suspended from work and school until meeting with JETC. The apprentices will be sent a 20-day notification letter notifying them of the requirement to attend and next JETC meeting and why. Failure to attend the JETC meeting could result in immediate termination of apprenticeship agreement.**
- 9. The Northwest Laborers Apprenticeship Committee may delegate day to day operations that may include administration/disciplinary responsibilities to its local subcommittee with assurance that the Northwest Laborers Apprenticeship Committee will review all actions that are required by the Washington State Apprenticeship and Training Council to be reported to the Department of Labor and Industries. Sub-Committees and their members herein defined will hold meetings under the quorum of approved sub-committee members. Northwest Laborers Apprenticeship Committee interpretation of quorum for sub-committee members is one employer and one employee member present during sub-committee meetings.**

### **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



## **NORTHWEST LABORERS APPRENTICESHIP COMMITTEE**

- 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
- 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

## NORTHWEST LABORERS APPRENTICESHIP COMMITTEE

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
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor, with copy of minutes
- Journey Level Wage Rate – annually, or whenever changed
- Request for Revision of Standards - as necessary
- Request for Revision of Committee - as necessary
- Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
  - 1st quarter: January through March, by April 10
  - 2nd quarter: April through June, by July 10
  - 3rd quarter: July through September, by October 10
  - 4th quarter: October through December, by January 10
- On-the-Job Work Hours Reports (bi-annual)

## **NORTHWEST LABORERS APPRENTICESHIP COMMITTEE**

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, 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

## **NORTHWEST LABORERS APPRENTICESHIP COMMITTEE**

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.

### **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

## **NORTHWEST LABORERS APPRENTICESHIP COMMITTEE**

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: At least one member from Labor and one member from Management constitutes a quorum.**

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

The employer representatives shall be:

**Monte Geiger, Secretary  
South 2808 Needham  
Veradale, WA 99037**

**Doug Peterson  
AGC of Washington  
1200 Westlake Ave. N., Suite 301  
Seattle, WA 98109-3528**

**Don Carrell  
c/o Lease Crutcher Lewis  
107 Spring St  
Seattle, WA 98104**

**NORTHWEST LABORERS APPRENTICESHIP COMMITTEE**

The employee representatives shall be:

**David Letinich, Chairman  
WA & N ID District Council of  
Laborers  
PO Box 12917  
Mill Creek, WA 98082-0917**

**Dale Cannon  
2800 First Avenue Room 50  
Seattle, WA 98121**

**David Hawkins  
1330 N Calispel  
Spokane, WA 99201**

**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.

**Laborers Local 238**

**The employer representatives shall be:**

**Chip Mullane, Chairman  
Lydig Construction  
1101 E. Montgomery Drive  
Spokane Valley, WA 99206**

**Laura Anderson  
Acme Concrete  
4124 E. Broadway  
Spokane, WA 99202**

**The employee representatives shall be:**

**David Hawkins, Secretary  
Laborers Local 238  
1330 N. Calispel  
Spokane, WA 99201**

**Mark Rodgers  
Laborers Local 238  
1330 N. Calispel  
Spokane, WA 99201**

**Laborers Local 276/292/901**

**The employer representatives shall be:**

**Natalie Marshbank, Chairman  
Marshbank Construction  
PO Box 97  
Lake Steven, WA 98258**

**Kory Reidhead  
Tri-State Construction  
PO Box 3686  
Bellevue, WA 98009**

**NORTHWEST LABORERS APPRENTICESHIP COMMITTEE**

**The employee representatives shall be:**

**Frank Enniss, Secretary  
Laborers Local 901  
1221 Riverside, Suite C  
Mt. Vernon, WA 98273**

**Dan Christofferson  
Laborers Local 292  
2810 Lombard St. Suite 100  
Everett, WA 98201**

**Chris Johnson, Alternate  
Laborers Local 276  
1700 State Street  
Bellingham, WA 98225**

**Laborers Local 440**

**The employer representatives shall be:**

**Colleen Combs, Secretary  
Frank Coluccio Construction  
9600 MLK Way South  
Seattle, WA 98118**

**Kory Reidhead  
Tri-State Construction  
PO Box 3686  
Bellevue, WA 98009**

**Curtis Nakamua, Alternate  
Gary Merlino Construction  
9125 10th Ave South  
Seattle, WA 98108**

**The employee representatives shall be:**

**Alan Clune, Chairman  
Laborers Local 440  
565 13th Avenue  
Seattle, WA 98122**

**James Wastson  
Laborers Local 440  
565 13th Avenue  
Seattle, WA 98122**

**Laborers Local 252**

**The employer representatives shall be:**

**Eric Wright, Secretary  
NW Cascade  
PO Box 73399  
Puyallup, WA 98373**

**Darren Pease  
Pease Construction  
PO Box 98046  
Lakewood, WA 98498**

**JR Inman, Alternate  
NW Cascade  
PO Box 73399  
Puyallup, WA 98373**

**NORTHWEST LABORERS APPRENTICESHIP COMMITTEE**

**The employee representatives shall be:**

**Don McLeod, Chairman  
Laborers Local 252  
4803 South M Street  
Tacoma, WA 98408**

**Brian Belarde  
Laborers Local 252  
4803 South M Street  
Tacoma, WA 98408**

**Laborers Locals 292W/614**

**The employer representatives shall be:**

**Matt Yacinich, Secretary  
Changing Directions  
2989 Entiat River Road  
Entiat, WA 98822**

**Jim Lillian  
Hale and Long Contractors  
PO Box 7038  
E. Wenatchee, WA 98801**

**The employee representatives shall be:**

**Tim Reed, Chairman  
Laborers Local 614  
2408 Fruitvale Blvd. Suite 400  
Yakima, WA 98902**

**Eric Thrift  
Laborers Local 292W  
27 N. Chelan  
Wenatchee, WA 98801**

**Laborers - (City of Seattle)**

**Representatives from the City of Seattle and Employee Organizations.**

**EMPLOYER REPRESENTATIVES:**

**Nettie Dokes (Chair)  
700 5th Avenue, Suite 3300  
Seattle, WA 98104**

**EMPLOYEE REPRESENTATIVES:**

**Ian Gordon  
Local 1239  
2800 1st Avenue, Suite 301  
Seattle, WA 98121**



**NORTHWEST LABORERS APPRENTICESHIP COMMITTEE**

**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.

**Michael B. Warren, Director  
27055 Ohio Avenue  
Kingston, WA 98346**

**OR**

**Tom P. Reed, Assistant Director  
27055 Ohio Avenue  
Kingston, WA 98346**