



APPRENTICESHIP PROGRAM STANDARDS
adopted by

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

CONSTRUCTION LINEMAN

49-9051.00

7000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Fraud Prevention and Labor Standards

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

N/A

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By: MARK RIKER

Chair of Council

By: CHRIS BOWE

Secretary of Council

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

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 these 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.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

Sponsor Introductory Statement (Required):

The terms Journeyworker, Journeyworker lineman, and Craftsman as used in these Standards, are meant to define a recognized level of competency and include both male and female.

The science of electricity is constantly changing and expanding at an ever increasing rate. From its inception, the electrical industry has kept pace with new technologies and is now one of the largest industries in the United States. The amount of electrical energy consumed by our homes, businesses, and industries continues to increase. The challenge of transmitting this increased amount of energy from the generating stations and distributing it to customers is bringing about many changes in the construction and maintenance techniques employed. This rapid expansion means that lineman apprentices must be given sound basic training in the knowledge of the occupation, supplemented by sufficient instruction in the theories of electrical science.

The electrical occupation is unique in that it is mechanical, technical and professional. In order to meet industry demands in an ever evolving technological environment, the electrical industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities necessary to proficiently perform the individual job tasks associated with the work processes of the occupation. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The Electrical Industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the electrical worker is constantly called upon to make decisions concerning proper performance methodology.

Today's electrical installations are complex and highly sophisticated. To meet the increased electrical demand, transmission and distribution voltages have been steadily increasing. Faulty installations often prove to be extremely expensive and hazardous. The public must be assured of safety and uninterrupted service. This requires adequate skill and knowledge on the part of each person performing the work. The well-trained Journeyworker takes pride in the appearance of his or her work, and in its technical correctness and structural soundness.

The Area Joint Apprenticeship and Training Committee (AJATC) representing the parties to the area training agreement – The National Electrical Contractors Association (NECA) and The International Brotherhood of Electrical Workers (IBEW) - has dedicated its time to develop an efficient training program so the apprentice can, through a systematic program of related instruction and on-the-job learning, become a well- qualified Journeyworker. The degree of success the AJATC has in its operation will depend entirely upon the willingness of all local parties of the electrical industry to cooperate in this joint activity. Quality training remains a high priority with the IBEW and NECA.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

All functions of the AJATC shall be on the basis of non-profit endeavor. The AJATC will adopt and promote nationally developed Apprenticeship Standards and Curricula to insure quality apprenticeship and training for the Industry in the best interest of the apprentice, management, labor, and the public.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The area covered by these standards shall be the State of Washington.

These standards shall also cover the entire state of Oregon (with the exception of Malheur County) under the terms and conditions of the reciprocal agreement.

These standards shall also cover the Idaho counties of: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone and California counties of Del Norte, Modoc and Siskiyou.

Note: Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the States of Idaho and California, the NW Line JATC will apply the same standards and guidelines to apprentices registered in the program while working in the States of Idaho and California.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

A. ENTRY LEVEL ENTRANCE:

To qualify for interview and ranking applicants must;

Age: Meet the minimum age requirement of 18 at the time of application (must provide evidence of minimum age as required by the AJATC, in accordance with State laws and regulations).

Education: Be at least a high school graduate, or have a high school equivalency, or in lieu of a high school diploma or high school equivalency, have a two-year Associate Degree or higher.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

Show evidence of successful completion of: one full credit of high school algebra with a passing grade of C or better, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade of C or better, or provide evidence of having successfully completed the NJATC Online Tech Math Course.

Physical: Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations and without endangering the safety or health of co-workers throughout the term of the apprenticeship agreement.

Testing: None

Other: Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

Possess a valid Class A Commercial Driver License (CDL). Manual transmission (no code "E" restriction).

Possess a valid First Aid / CPR card; online certifications are not recognized and will not meet this qualification.

B. EXPERIENCED ENTRY:

1. Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of three-thousand, five-hundred (3,500) hours specifically in the electrical line construction industry (work experience must include climbing and other occupational related work applicable to that of a Journeyworker Lineman or Line apprentice), may submit a written Industry recommendation and may qualify for either direct interview; as determined by the AJATC and available apprenticeship opportunities.

a. To qualify under this provision, applicants must:

- (1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations and without endangering the safety or health of co-workers throughout the term of the apprenticeship agreement.**
- (2) Able to climb ladders, scaffolds, poles and towers of various heights.**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- (3) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
- (4) Able to read, hear and understand instructions and warnings.
- b. Provide to the AJATC proper, undisputable documentation that defines their experience in the electrical line construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The AJATC will examine all documentation submitted to determine qualification of the applicant. The AJATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate. An absolute minimum of three- thousand, five-hundred (3,500) hours of ELECTRICAL LINE CONSTRUCTION WORK EXPERIENCE (including climbing) must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. If selected under this provision, the AJATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.
- c. Possess a valid Class A Commercial Driver License (CDL).
- d. Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- e. Possess a valid First Aid / CPR card; online certifications are not recognized and will not meet this qualification

-OR-

C. Military Entry:

1. An honorably discharged military veteran (as well as Inactive Ready Reserve, Active Reserve and National Guardsman) who completed military technical training and participated in a registered apprenticeship, or completed military technical school in a recognized apprenticeable occupation during their military service applicable to the electrical construction industry (as determined by the AJATC), and can document a minimum of two (2) years of military experience in the military technical occupation, may qualify for either direct interview (must apply within five (5) years from military technical occupation experience); as determined by the AJATC and available apprenticeship opportunities. To qualify under this provision, applicants must:

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- a. **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations throughout the term of the apprenticeship agreement.**
 - b. **Able to climb and work from ladders, scaffolds, poles, and towers of various heights.**
 - c. **Able to crawl and work in confined spaces such as, manholes and crawlspaces.**
 - d. **Able to read, hear and understand instructions and warnings.**
 - e. **Have previous military work experience as stipulated above.**
 - f. **Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience (DD-214), in order to qualify for interview under this provision.**
 - g. **Possess a valid Class A Commercial Driver License (CDL).**
 - h. **Possess a valid First Aid / CPR card; online certifications are not recognized and will not meet this qualification**
- 2. An honorably discharged military veteran will qualify for oral interview by the AJATC (must apply within five (5) years from discharge date). Applicants who have served overseas and/or lived on base for a minimum of two (2) years prior to application will have any existing residency restriction waived. This is a method of direct interview. If selected under this provision, the AJATC will determine using consistent, standard, nondiscriminatory means (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience. To qualify under this provision, applicants must:**
- a. **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations throughout the term of the apprenticeship agreement.**
 - b. **Able to climb and work from ladders, scaffolds, poles, and towers of various heights.**
 - c. **Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
 - d. **Able to read, hear and understand instructions and warnings.**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- e. **Provide to the AJATC proper, undisputable documentation of the honorable discharge from military service.**
 - f. **Possess a valid Class A Commercial Driver License (CDL).**
 - g. **Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.**
 - h. **Possess a valid First Aid / CPR card; online certifications are not recognized and will not meet this qualification**
- 3. Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements established by the NJATC and recognized by the AJATC and sponsored by community outreach groups, or by the IBEW, NECA, or by the Local, State, Regional or National Building Trades programs, or by the AJATC; may qualify for direct interview as determined by the AJATC and available apprenticeship opportunities. To qualify under this provision, applicants must:**
- a. **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - b. **Able to climb and work from ladders, scaffolds, poles and towers of various heights.**
 - c. **Able to crawl and work in confined spaces such as, manholes and crawlspaces.**
 - d. **Able to read, hear and understand instructions and warnings.**
 - e. **Meet the minimum age requirement of 18 at the time of application.**
 - f. **Provide to the AJATC proper, undisputable documentation confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as: completion/graduation certificates, transcripts, notarized letters of confirmation and sworn statements. Such documentation must remain with the applicant's record. The AJATC will examine all documentation submitted to determine qualification of the applicant. The AJATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate.**
 - g. **Possess a valid Class A Commercial Driver License (CDL).**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

Community College, etc.) with a passing grade of C or better, or provide evidence of having successfully completed the NJATC Online Tech Math Course.

Provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable. (Note: schools shall be requested to obliterate reference to date of birth, years of attendance, graduation date, age, race and sex, if required by State law or regulation.)

- a. Applicants may apply online at our website at <http://www.nwlinejatc.com>. Applicants will be charged the \$35.00 application fee to begin the online application process. Applications are valid for 90 days from the date application process is started online. The online portal will start a 90-day timer once application process begins. Individuals with income below the Federal Poverty Guideline, who cannot afford the \$35.00 application fee, may request an application fee waiver by submitting a request to nwline@nwlinejatc.com.
- b. Any applicant that schedules an interview and does not show up at their appointed time will have their application voided.

Applicants that interview will be scored and placed onto the existing rank listed based on that score. Applicants are offered apprenticeship opportunities in the order which they are ranked. Top applicants on the rank list are required to attend an in-person New Indenture Orientation as scheduled; failure to attend the mandatory New Indenture Orientation will result in removal from the list or cancellation during the probationary period.

Ranked applicants must accept a dispatch from the AJATC within 24 hours. Failure to accept an offer of employment will result in the applicant's removal from the ranked list of eligibles.

An applicant may reapply under the following conditions:

- (1) After 90 days an applicant may reapply if they have obtained 500 hours of documented industry experience.
 - (2) After two years with no additional experience or education.
- c. Those applicants that are re-applying after the cancellation of their apprenticeship agreement with an AJATC must wait a period of at least 1 (one) year after their cancellation date before requesting another application.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

2. EXCEPTIONS:

a. Transfer of Apprenticeship - Direct Entry.

- (1) In order to transfer an apprenticeship agreement between two AJATCs having a registered outside apprenticeship program, the following requirements must be met:**
 - (a) The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.**
 - (b) The apprentice's sponsoring AJATC must agree to the transfer, acting on behalf of the official program sponsor's for the IBEW and NECA.**
 - (c) The receiving AJATC must agree to accept the transfer acting on behalf of the official program sponsor's for the IBEW and NECA.**
 - (d) The receiving AJATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.**
- (2) The transferring apprentice must:**
 - (a) complete an application form.**
 - (b) Provide to the AJATC official documentation pertaining to their participating in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring AJATC (including a copy of the application form and the apprenticeship agreement - properly registered with the Registration Agency) and other information submitted shall be provided to the receiving AJATC. The receiving AJATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving AJATCs permanent files.**
 - (c) Upon being accepted by the receiving AJATC, have their existing apprenticeship agreement terminated.**
 - (d) have registration proceedings initiated immediately by the receiving AJATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- (e) the apprentice will receive full credit for probationary time previously served.
 - (f) submit a DD-214 to verify military training and/or experience if they are a veteran.
 - (g) possess a valid Class A Commercial Driver License (CDL).
- (3) Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an IBEW/NECA outside apprenticeship program.

b. Non-Signatory Journey-level worker: Direct Entry.

An electrical line construction employee of a non-signatory employer not qualifying as a Journey worker when the employer becomes signatory, shall be evaluated by the AJATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. For such applicants to be considered, they must:

- (1) Complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - (a) physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - (b) able to get to and from work at jobsites anywhere within the geographical area that this apprenticeship program covers.
 - (c) able and willing to attend all related classroom training as required to complete their apprenticeship.
 - (d) able to climb and work from ladders, poles, and towers of various heights.
 - (e) able to crawl and work in confined spaces such as, manholes and crawlspaces.
 - (f) able to read, hear and understand instructions and warnings.
- (2) provide official, undisputable documentation to show that they were an employee performing electrical line construction work prior to and at the time the employer becomes signatory.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- (3) Supply the AJATC with required reliable and adequate verification to substantiate previous employment and experience to warrant their registration.
- (4) Be deserving of advance standing, based upon evaluation by the AJATC
- (5) possess a valid Commercial Driver License (CDL)
- (6) submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

c. Signatory Individual/Non-Signatory Employer

An individual who signs an authorization card during an organizing effort - wherein thirty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the non-signatory electrical line contractor and does not qualify as an IBEW Journey worker, shall be evaluated by the AJATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. All employees of the non-signatory electrical line contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:

- (1) Complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - (a) physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - (b) able to get to and from work at jobsites anywhere within the geographical area that this apprenticeship program covers.
 - (c) able and willing to attend all related classroom training as required to complete their apprenticeship.
 - (d) able to climb ladders, scaffolds, poles and towers of various heights.
 - (e) able to crawl and work in confined spaces such as, manholes and crawlspaces.
 - (f) able to read, hear and understand instructions and warnings.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- (2) have previous work experience (with non-participating employers(s)) that warrants some OJT credit, based on the provisions of these standards.**
- (3) provide reliable documentation (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.**
- (4) provide official documentation to show length of employment with present electrical line employer and all other previous electrical line employers.**

d. CREDIT FOR PREVIOUS EXPERIENCE.

- (1) Credit for participation in like apprenticeship programs (IBEW/NECA) or for completion of a non IBEW/NECA, DOL program will be evaluated by the JATC Director for credit.**

Credit for non-apprentice Groundman/Operator hours will not be awarded.

The AJATC will use consistent and equal ways and means for measuring and evaluating individual to determine how much credit to award, for both OJT and related training.

The AJATC will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJT and related instruction.

Hours of OJT credit awarded and related instruction placement level are independent of one another. Those awarded OJT credit and assigned to the appropriate pay period classification may be given additional time to successfully complete related instructional requirement.

- (2) After signing the apprenticeship agreement and being employed the apprentice cannot request an evaluation of past experience.**
- (3) Advance standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the AJATC determines.**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

B. Equal Employment Opportunity Plan:

1. **Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
2. **Participation in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.**
3. **Cooperation with the local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**
4. **Internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.**
5. **Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

- A. **The AJATC shall see that each apprentice completes a minimum of 7,000 hours of reasonably continuous supervised employment (OJT). The AJATC shall attempt to provide for participation in all of the work processes as outlined in these standards. This may require more than three and one-half years to complete in view of possible employment lapses. The term of apprenticeship shall be divided into seven periods of advancement of 1,000 hours each.**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- B. The apprentice shall work the hours that are specified in the applicable CBA. The apprentice's work shall not interfere with attending related instructional classes.**
- C. The AJATC shall maintain a standard procedure to best ensure reasonable continuous employment for all apprentices. The AJATC, or its subcommittee, shall make all OJT assignments, reassignments and transfers -- ensuring adequate training and employment opportunities. Should the current employer be unable to provide the apprentice full employment on a reasonably continuous basis in the work processes outlined in these Standards, the apprentice may be transferred or reassigned to another participating employer as determined by the AJATC.**
- D. In the event that the AJATC is unable to provide an eligible apprentice an OJT assignment, apprentices may seek temporary employment outside of the electrical line construction industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instructional classes. Additionally, apprentices shall remain at all times subject to immediate call by the AJATC for an OJT assignment given by the AJATC.**

Under *NO CIRCUMSTANCES* shall a participating employer be denied the assignment of an apprentice due to an apprentice temporarily working outside the CBA. Failure to immediately comply with instructions to return to the AJATC for an OJT assignment may result in termination of the apprentice's apprenticeship agreement.

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.**
- B. the period in which 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 may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- 1. The first one thousand four hundred (1400) hours of OJT and satisfactory performance in related classroom training and the apprentice must also demonstrate climbing ability on wood and steel structures either on the job or during 1st Camp Rilea training, during such time shall constitute the probationary period. During this period the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations.**
- 2. During the probationary period, the AJATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.**
- 3. Applicants requesting advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and reevaluation by the AJATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.**
 - a. Review Criteria will consist of, but not limited to:**
 - (1) Saturday school test scores**
 - (2) Camp Rilea test scores and demonstrated climbing ability.**
 - (3) Instructor evaluations**
 - (4) OJT monthly progress reports**
 - (5) NW Line JATC training staff field reports**
 - (6) 1st Aid/CPR Training**
- 4. Prior to the end of the probationary period, action must be taken on each probationary apprentice to end the probation or cancel the apprenticeship agreement. All interested parties shall be notified of such action.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.

- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

The maximum ratio of apprentices to journey-level worker is established by the area training agreement, a collective bargaining agreement between IBEW Locals 77, 125, 483, 659, and the NW Line Contractors Chapter of the NECA.

- 1. The Committee is authorized to register a total number of Apprentices not to exceed a ratio of one (1) apprentice to one (1) journey-level lineman who is normally employed in the area served by this agreement.**
- 2. The individual training agents shall employ only registered apprentices secured from the AJATC. The AJATC will determine whether or not an individual training agent with one (1), two (2), or any number of journey-level linemen is entitled to an apprentice, but no training agent is guaranteed any number of apprentices.**
- 3. The AJATC shall allow each qualified employer a ratio of one (1) apprentice to one (1) journey-level lineman when registered apprentices are available. Such ratio shall apply on any job. Section A and C shall be subject to the conditions listed in the "Apprentice Ratios Memorandum of Understanding" as follows:**

Memorandum of Understanding

It is mutually agreed that apprentice ratios of one-to-one shall be allowed subject to the following conditions.

- 1. A maximum of two (2) apprentices per crew shall be allowed when working on energized conductors when two (2) journey-level workers are present on such crew, which includes the foreman.**
- 2. One of the two apprentices shall be in the hot period.**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- 3. **One of the two apprentices shall be required to perform either Groundman or Equipment Operator-type jobs to further their training when the second apprentice is performing work on or around energized conductors.**
- 4. **If the crew/contractor is found in violation of this Agreement, this Agreement becomes null and void for any crew that the Foreman may work on for a period of thirty (30) days. A second violation in a 12-month period shall be a 90-day prohibition. A third violation in the same 12-month period shall result in a 12-month prohibition.**

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington’s minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Construction Lineman

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	63%
3	2001 - 3000 hours	67%
4	3001 - 4000 hours	72%
5	4001 - 5000 hours	78%
6	5001 - 6000 hours	86%
7	6001 - 7000 hours	90%

1. Step Advancements

- a. **Apprentices must continually demonstrate that they are learning or have learned and retained the skills, knowledge and abilities required at an acceptable rate. Apprentices that do not advance through the apprenticeship at an acceptable rate will be subject to cancellation from the program.**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- b. **Apprentices are reviewed for step advancement on a monthly basis. Criteria for advancement includes, but is not limited to:**
 - (1) **Required OJT hours for the step advancement**
 - (2) **RSI grades, attendance records and instructor evaluations**
 - (3) **OJT monthly progress reports**
 - (4) **NW Line JATC staff field reports**
 - (5) **No outstanding balances due**
 - (6) **Minimum 1,000 hours and 6 months in step**
 - c. **Apprentices with outstanding balances will have their advancements held until such time all accounts are paid in full and will result in disciplinary action up to and including termination.**
 - d. **Upon being registered into the program and prior to being allowed to work aloft and/or being advanced to the next step, the apprentice must have either documentation of having successful completion of a recognized line school and/or be deemed a qualified climber by the AJATC.**
 - e. **Prior to advancing to the 5th step, the following requirements must be met:**
 - (1) **Have OJT progress reports supporting the advancement to 5th step.**
 - (2) **Verbal recommendation of their current and/or recent foreman and journeyman.**
 - (3) **Successfully completed the 2nd year Camp Rilea Training Program.**
 - (4) **4,000 hours of on the job training with adequate cold distribution hours (750 - 1,000 hrs).**
 - f. **Prior to advancement to the 6th step, the apprentice must have at least 100 hours of hot distribution hours.**
 - g. **Prior to advancement to the 7th step, the apprentice must have at least 500 hours of hot distribution hours.**
2. **Hot Time Definition**
- a. **Hot hours may only be recorded by hot apprentices when they are actively participating in energized work over 600 volts. Hot work includes the job site hot work preparations (pre-job tailboards, getting needed tools, and PPE, etc.) prior to the actual hands on portion of the energized work. Driving to and from the job site or between job sites is not included in the recorded hot work category. When the apprentice is actively involved in the wire stringing on an energized conductor replacement job (operating the puller or tensioner) these hours may be**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

recorded as energized work, these hours will not make up a significant portion (>100 hours) of the apprentices energized work experience.

- b. **The hot apprentice must be working under the direct supervision of a journeyman lineman while performing hot work. The foreman and/or the journeyman lineman must sign the hot work section of the monthly progress report in addition to making constructive comments in the space provided on the monthly progress reports.**
- c. **It is the intent of the NW Line Joint Apprenticeship and Training Committee that this hot work hour policy act as a guide for our apprentices and journeymen to improve the recording of hot hours and in doing so attain a more consistent hot work experience for our apprentice linemen.**
- d. **Falsely reporting OJT hours, including hot hours, on the monthly progress reports will result in disciplinary action up to and including termination.**

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work 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. The following work process descriptions pertain to the occupation being defined.

The apprentice's work shall not interfere with participation in related instruction classes when such are held.

A. <u>CONSTRUCTION LINEMAN</u>	<u>HOURS</u>
1. Ground.....	1000
Perform duties as prescribed by the written policy statement of the Committee, providing for work both on the ground and aloft including climbing to assure suitability for the trade before probationary period expires.	
2. Transmission	1600
a. <u>Steel</u>	
Assembly and erection of steel towers, placement of footings, and attachment of insulators and materials, and the stringing, splicing, dead-ending, armor rodding, and clipping of conductors.	

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

b. **Wood**
Framing, erection, and guying of wood-poles and the installation of hardware insulators and conductors thereon

3. **Substations.....350**
Assembly and erection of steel and wood and the installation and connection of busses, grounds, switches, circuit breakers, transformers, regulators, and other substation equipment.

4. **Underground1400**
Material handling, installing, secondary and primary cable, setting U.G. transformers, terminations and splices, installing conduit on poles.

5. **Cold Distribution1650**
Setting poles, framing structures, tree trimming, streetlights, replacing transformers, guying structures, stringing conductors both primary and secondary.

6. **Live Line Maintenance1000**
Rubber glove work on energized primary circuits. Hot Stick work on distribution and sub-transmission voltage.

TOTAL HOURS: 7000

Note: Apprentices are expected to be punctual and ready for work each day. Punctual means being on the job site prior to the starting time prepared for the day's work assignment. Any planned leave from OJT must be prearranged with the AJATC office and your training agent.

OJT absenteeism and/or tardiness will result in disciplinary action up to and including termination.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Training Trust**

B. **187** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

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.*

C. Additional Information:

Total Related Supplemental Instruction Hours: 562

1. The AJATC shall secure course material made available through the NJATC and other materials and equipment as deemed necessary by the AJATC.

2. When the related instruction is given in a classroom the AJATC shall secure competent instructors whose knowledge, experience and ability to teach shall be carefully examined. The qualification for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructor shall take such teacher training courses as are available from the NJATC or others.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

3. The time spent in related instruction, which may include web-based or blended learning, shall be in addition to the required 7,000 hours of "on-the-job" training, and shall not be considered hours of work.
4. Each apprentice shall be required to satisfactory complete three years of sponsor required related supplemental instructions (RSI) (Saturday School & Camp Rilea). This related classroom training will be separate from the on-the-job training requirements.
5. Every apprentice is required to attend and complete classes as required by the AJATC. The AJATC is required to provide at least 187 hours of related training per year to its registered apprentices. Classes are held on Saturdays at specific locations and additional training will be scheduled at the Camp Rilea training facility. In addition to Saturday School Camp Rilea, EICA Crane training, additional training may be required by committee action.
6. All apprentices supplement the cost of training based on a nominal per hour fee, which is withheld by the contractor on their behalf. In the event the Contractor does not process the withholding, the apprentice will be billed by the JATC. Failure to maintain an account as current may result in appearing before the Committee.
7. Attendance. Apprentices are expected to attend every session of school. Excused absences must be documented and may include job related work verified by your training agent or training agent representative and illness verified by a doctor. Documentation must be presented to the instructor of the AJATC office.
8. Non-excused class absences are not tolerated. For the 1st non-excused absence, the apprentice shall be subject to a 30-day hold on advancement. For the second non-excused absence, the apprentice will receive an additional 30-day hold on advancement and be scheduled to appear before the Committee at their next scheduled meeting.
9. Class work missed, due to any type of absence, shall be completed by the apprentice as directed by the instructor.
10. Scores. All apprentices are required to be punctual at work and school, and complete the yearly course curriculum with a minimum average of 80%.
 - a. 1st year apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum, and demonstrate the ability to work safely aloft on wood poles and towers. Failure to complete this requirement will result in the apprentice's termination.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- b. 2nd and 3rd year apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum and demonstrate the ability to work with hot sticks from wood poles and steel structures. Failure to complete this requirement will result in committee action including repeating the required Camp Rilea course curriculum or termination.
11. **Related Supplementary Instruction Completion.** Any apprentice who finishes his or her related training requirements before his or her required work experience shall be held in 7th period automatically until completion of such.
12. If unable to complete work experience within six months of school completion, he or she may be required to return to school for additional training.
13. Any apprentice finishing his or her related training requirements in the middle of a semester shall continue for the remainder of the semester for added work on subjects the AJATC may feel helpful to the apprentice's completion.
14. In the event an apprentice has completed all of their RSI but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the Committee.
(Variance on RSI granted April 16, 2015)
15. The curriculum for Saturday School and Camp Rilea is designed to build and complement the on the job training portion of the program. Therefore, apprentices under the direct supervision of a medical professional, who are unable to perform the On the Job Training and Related Supplemental Instruction duties of their current step will be required to have a release from a medical professional indicating they can attend and fully participate in both portions of training. Failure to provide said release may result in suspension from RSI until the apprentice has been released for full duty to perform On the Job Training and Related Supplemental Instruction.

The intent of this provision is to keep the apprentices on the job training in line with the classroom instruction, to provide continuity in training.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. **Voluntary Suspension:** A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.

2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).

3. Sponsor Procedures:

- a. **Performance**

Inability to perform any of the minimum qualifications throughout the term of the apprenticeship agreement will result in disciplinary action up to and including termination.

- b. **COMMERCIAL DRIVER LICENSE.**

As a condition of employment, Apprentices must maintain a Commercial Driver License (CDL) throughout the term of their apprenticeship agreement. Failure to maintain a CDL for the duration of the apprenticeship agreement will result in disciplinary action up to and including termination. The apprentice must notify their training agent and the AJATC office, in writing within 72 hours, of any traffic citations they are issued that may affect their CDL driving privileges. If an apprentice is terminated from employment due to failure to comply with company policy, is uninsurable, or unemployable due to any CDL related issue, the training agent and apprentice will notify the AJATC office as soon as possible.

- c. **MONTHLY PROGRESS REPORTS**

- (1) **Apprentices must complete a Progress Report on a monthly basis and must be signed by the apprentice and the Crew Foreman or the General Foreman. In the event the General Foreman and Crew Foreman are unavailable, the apprentice shall submit the Progress Report as required; a copy will be returned to the apprentice for necessary signatures. Reported hours will be recorded, but not credited until signatures are received in the AJATC office.**
 - (2) **Progress reports shall be submitted for months that an apprentice is not working. The apprentice shall write, "Not working" on the form and mail the report as required.**
 - (3) **Reports must be post marked or submitted online no later than the 5th day of the month following the month for which the report is due (e.g., January's Progress Report is due by the 5th of February). All reports must be in blue or black ink and must be printed and legible. If your**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

report is mailed without a signature from your journeyman or if the comments, hours or signatures are illegible, your report will be returned to you.

We recommend that you make a copy of your report for your records. This will enable you to provide the information in the event your report is lost in the mail. Once received by the AJATC, copies of progress reports will not be provided to the apprentice.

- (4) **Mail monthly progress reports to: (Faxed progress reports will not be accepted)**

Northwest Line Construction Industry JATC
9817 NE 54th St., Suite 101
Vancouver, WA 98662

- (5) **Failure to have progress reports in on time shall be cause for the following action:**
- (a) **1st late Progress Report per Step of Advancement: Hours will be recorded and credit awarded; apprentice will be notified by mail that further late reports will not receive credit.**
 - (b) **3rd late Progress Report per Step of Advancement: the apprentice will be scheduled to appear before the Committee to show cause why his/her agreement should not be cancelled. The AJATC will propose a six-month probationary period.**
- (6) **Falsely reporting OJT hours, including hot hours, on the monthly progress reports will result in disciplinary action up to and including termination.**

d. ASSIGNMENT PROCEDURES.

- (1) **The training agent requesting an apprentice will call JATC director and notify the director of the contractor's specific requirements and type of work involved. The director will provide the name of that apprentice that best meets the requirements of the JATC for the apprentice's advancement in the program.**
- (2) **An apprentice applicant or a registered apprentice must accept a dispatch from the AJATC and/or a transfer (from one job location to another job location) by his/her current employer. Any apprentice refusing transfer or assignment will be subject to cancellation from the program.**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- (3) An apprentice does not have the privileges of a journey-level worker and shall not quit a job without permission of the AJATC, although the apprentice does have the right to refuse work that is unsafe. Any apprentice quitting a job without the permission of the AJATC will be subject to cancellation from the program.
- (4) When an apprentice is terminated for cause, the employer and the apprentice will notify the AJATC immediately. The employer shall report the reason(s) for termination. The apprentice shall be scheduled to appear at the next scheduled AJATC meeting.

e. **SAFETY AND HEALTH TRAINING**

- (1) The JATC requires the apprentices to respect work assignments and to follow safety rules and policy of the employer. The JATC will expect contractors, line foremen and linemen to train the apprentice linemen in the proper and most productive work methods. Failure to comply with a contractor's/training agents safety policy, or any act which endangers self or others as a result of an unsafe act, may result in disciplinary action up to and including termination.
- (2) **Certification:** As a condition of employment, apprentices must be certified in OSHA Ten Hour Electrical Transmission & Distribution, 1st Aid/CPR and Traffic Control & Flagging. New indentured apprentices must obtain a Traffic Control (Flagging) certification valid within Oregon and Washington within 30 days of their indenture date; online certifications are not recognized. Failure to maintain these certifications throughout the term of the apprenticeship agreement will result in disciplinary action up to and including termination.
- (3) **Alcohol and Controlled Substance Abuse:** Failure to comply with a contractor's/training agents' Drug and Alcohol Policies will result in disciplinary action up to and including termination. All apprentices are required to sign a release to allow the NW Line JATC to have access to your drug and alcohol test results, including verification of status from the Federal Motor Carrier Act (FMCA) website.

Local Apprenticeship Committee Policies

1. **Dishonest Behavior:**

- a. The AJATC has a zero tolerance policy on cheating and dishonesty. Cheating is defined as any action wherein a person defrauds, deceives, or violates regulations unfairly. This includes but is not limited to:

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- (1) **Writing formulas, codes, and key words on your person or objects for use in a test.**
 - (2) **Take someone else's assignment and submit it as your own.**
 - (3) **Obtaining privileged test information before the testing situation.**
 - (4) **Submitting fraudulent progress reports.**
 - b. **Any apprentice that is caught or suspected of cheating will be called before the committee and face disciplinary action up to and including termination from the apprenticeship.**
 - c. **Any apprentice terminated for cause will not be allowed to reapply for a period of one (1) year from the date of termination.**
 2. **An employer or apprentice who has a dispute with the AJATC must proceed as follows:**
 - a. **Reduce the grievance/concern to writing and submit it to the AJATC office no later than ten (10) calendar days before the next scheduled AJATC or Sub-Committee meeting date for placement on the agenda.**
 - b. **Attend the meeting and attempt a resolution of the dispute.**
 - c. **The outcome will be communicated in writing to the apprentice and/or training agent, and the Washington Department of Labor and Industries, Apprenticeship Division within (10) calendar days.**
 3. **Personal Records & Files**

All records and personal files are the sole property of the AJATC and will be used only by the AJATC or AJATC Director and staff as needed to perform the daily duties of the AJATC office, including but not limited to the overall performance of the apprentice.

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the 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 complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].

3. Sponsor Disciplinary Procedures:

NONE

- C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship 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. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations:

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

Sponsors shall submit required reports through the Apprentice Registration and Tracking System (ARTS).

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. 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 RSI 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.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall 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.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably 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 program 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 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.
6. 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.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

4. Safety and Health Training:

- a. While the apprentice is on the job site, it shall be the exclusive responsibility of the training agent/Employer to provide the apprentice a safe and healthful workplace and conditions of employment and work assignment that the apprentice can safely perform. Nothing in these standards is intended to diminish the training agent's exclusive responsibility in this regard, or to make the JATC and/or its officers, agents or representatives liable for any employee's job-related injury, illness or death.
- b. All such work shall be performed under the supervision of a journey-level worker, acting on behalf of the Employer.
- c. The AJATC expects the apprentices to respect work assignments and to follow safety rules and policy of the training agent. The AJATC will expect contractors, line foremen and linemen to train the apprentice linemen in the proper and most productive work methods.
- d. Apprentices have the right, as do all employees, to refuse to perform work they deem to be unsafe. Refusing to perform a job task, which the apprentice believes in good faith to be unsafe, shall not be grounds for termination of an apprentice's apprenticeship agreement. If an apprentice determines a job task to be unsafe, the apprentice shall not perform the job task and report his or her concerns to the job foreman. The chain of command for reporting unsafe work practices, or work-related problems, is as follows:
 - (1) Job Foreman
 - (2) Job Superintendent
 - (3) Shop Steward
 - (4) Safety Director or Safety Representative
 - (5) AJATC Director
 - (6) Training Agent Manager
 - (7) Union Business Representative
 - (8) State Department of Labor and Industries, Safety Division
- e. If the Job Foreman, Supervisor, Safety Director, or Shop Steward has not responded, then the apprentice shall contact the AJATC Director. The AJTAC Director will contact the training agent and the local union by phone and in writing stating the concern of the apprentice. This should not be interpreted to mean that the apprentice should skip contacting the Job Foreman, Supervisor, Safety Director or Shop Steward. Although the apprentice is registered to the AJATC, he is also an employee of the training agent and has the same rights and responsibilities as do all employees.

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

- f. **This chain of command procedure in no way shall interfere with an employee's (apprentice's) legal rights to contact or communicate safety concerns to their union or the appropriate state agencies.**
- g. **The AJATC will report any and all reports of unsafe work practices or work conditions that they become aware of to the training agent and to the area IBEW Local. If an unsafe worksite condition is brought to the AJATC's attention, it shall be investigated immediately by the AJATC and brought to the attention of the training agent and the Local Union. Failure to respond to any recommendations made by the AJATC shall be just cause for removing any remaining apprentices from a specific jobsite or from the employer.**
- h. **Accident Reporting**
Training Agents employing AJATC Apprentice Linemen are required to notify the AJATC Training Director of any accident/incident resulting in an OSHA recordable, primary Circuit interruption, or any other significant event, requiring an employer and or OSHA investigation, where an apprentice is part of the crew compliment. Results of the investigation and, notification, will be provided to the JATC, and the Local Union Representative in the jurisdiction in which the event occurred, in a timely manner. All apprentices will be removed from the crew(s) involved in the accident until such time as the training agent has determined the cause(s) of the accident and taken steps to correct safety issues. Once the corrective measures have been instituted, the AJATC Training Director may dispatch apprentices to the crew(s) involved in the accident.

The JATC, and Local Union, reserves the right to attend any such investigation.

- i. **Alcohol and Controlled Substance Abuse**
As a condition of employment with the training agents participating in the A JATC Apprenticeship Program, all apprentice lineworkers will be required to participate in the Northwest Line Constructors Chapter - N.E.C.A. Drug Free Workplace Policy or other individual training agent's Drug Free Workplace Policy. Failure to comply with a training agent's Drug and Alcohol Policies will result in disciplinary action up to and including termination. All apprentices are required to sign a release to allow the AJATC to have access to your drug and alcohol test results.

5. TRANSFER OF APPRENTICES AND CONTINUITY OF EMPLOYMENT

- a. **The AJATC has full and sole responsibility to transfer and assign all AJATC apprentices. All transfers and assignments for work shall be**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

issued by the AJATC through the applicable referral office, which will provide the apprentice a clearance to the job.

- b. **The AJATC will delegate to the AJATC director all necessary authority to transfer and assign apprentices. The AJATC director shall handle the transfer and assignment of apprentices from one local union to another as determined by the AJATC. The AJATC director will depend on the active cooperation of the applicable referral office to implement timely and efficient transfers.**
 - c. **When all registered apprentices have been dispatched, the dispatcher will call the AJATC office for new apprentices that are required. The AJATC office will notify the new apprentice from the pool to report to proper dispatcher for assignment. New apprentices will be dispatched from the pool by rank, as slotted after interviews, with those placed highest having first priority.**
 - d. **1st period apprentices and higher step apprentices that have not been properly trained in climbing shall be used in groundsman classification.**
 - e. **All work on energized conductors over 600 volts shall be restricted to the 5th, 6th and 7th periods of apprenticeship. Prior to an apprentice being advanced to the 5th step, the apprentice must have successfully completed the 2nd year Camp Rilea course curriculum and have received progress reports attesting to the apprentice's abilities to start training in the energized area (over 600 volts). Apprentices working on hot work shall be under the direct supervision of a journey-level worker.**
- E. Committee governance (if applicable): (see WAC 296-05-009)

1. 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. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:

The Area Joint Apprenticeship and Training Committee for the Electrical Contracting Industry hereinafter called the "Committee" shall be composed of eight (8) members: four (4) to represent the Chapter of the National Electrical Contractors Association, Inc., and four (4) to represent the district(s) of the International Brotherhood of Electrical Workers, as set forth in the Area Training Agreement.

- a. **Quorum: A Quorum shall consist of a minimum of two (2) representatives each from NECA and IBEW members of this JATC.**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

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

c. The employer representatives shall be:

**Shawn Spencer, Secretary
Mountain Power
5299 North Pleasant View Road
Post Falls, ID 83854**

**David Hatch
International Line Builders
5516 N Starr RD
Newman Lake, WA 99025**

**Chris Hughes
Wilson Construction
PO Box 1190
Canby, OR 97013**

**Mike Morrison
Potelco, Inc.
14103 Stewart Road
Sumner, WA 98390**

**Brad Proctor, Alternate
Wilson Construction
PO Box 1190
Canby, OR 97013**

**Mark Swanson, Alternate
Potelco, Inc.
14103 - 8th Street East
Sumner, WA 98390**

d. The employee representatives shall be:

**Byron Allen, Chair
IBEW LU 483
3545 Alder St
Tacoma, WA 98409**

**Pat Winter
IBEW Local 125
17200 NE Sacramento
Gresham, OR 97230**

**Rick Strait
IBEW LU 77
N 1506 Washington St
Spokane, WA 99201**

**Mike Scarminach
IBEW Local 659
4480 Rogue Valley Hwy, Ste. #3
Central Point, OR 97502**

**Travis Eri, Alternate
IBEW LU 125
17200 NE Sacramento
Portland, OR 97230**

**Don McElroy, Alternate
IBEW Local 659
4480 Rogue Valley Hwy, Ste. #3
Central Point, OR 97502**

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

N/A

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 reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

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.

**Terry Lowen
9817 NE 54th St., Suite 101
Vancouver, WA 98662**