



**STANDARDS OF APPRENTICESHIP
adopted by**

**BOILERMAKERS LOCAL 104 & PUGET SOUND EMPLOYERS
APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
BOILERMAKER (UPTOWN SHOPS AND SHIPYARDS)	47-2011.00	6000 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

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By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTORY STATEMENT

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

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

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

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

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

Sponsor Introductory Statement (Optional)

The following Standards of apprenticeship, Boilermakers Local 104 & Puget Sound Employers, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale will, when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in this industry.

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These Standards have been developed by Washington Metal Trades, Inc., and Boilermakers' Local Union 104 of Seattle, Washington.

I. GEOGRAPHIC AREA COVERED:

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

The area covered by these Standards shall be all of Clallam, Clark, Cowlitz, Grays Harbor, Island, Jefferson, King, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Skamania, Snohomish, Thurston, Wahkiakum, and Whatcom Counties in the State of Washington; Ketchikan County in the State of Alaska, and Multnomah County in the State of Oregon; including all the jurisdiction of Boilermakers' Local Union 104, operating headquarters, Seattle, Washington.

Note that while the Washington State Apprenticeship and Training Council has no responsibility or authority in the states of Alaska or Oregon, the Joint Apprenticeship Committee (JATC) will apply the same standards and guidelines to apprentices registered to the sponsor while working in these state.

II. MINIMUM QUALIFICATIONS:

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

Age: **Minimum of Eighteen (18) years of age.**

Education: **Must be a high school graduate or equivalent.**

Physical: **Must be physically able to work at the trade.**

Testing: **None**

Other: **Must provide documents to verify employment eligibility and must meet I-9 requirements.**

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III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

- 1. The Boilermakers Local 104 & Puget Sound Employers Apprenticeship Committee does not serve as a referral agency and persons desiring apprenticeship training under the Boilermakers Local 104 & Puget Sound Employers Apprenticeship Committee shall make application to the Boilermakers' Local #104 Apprenticeship and Training Trust Coordinator.**
- 2. Applications will be taken the year round on Wednesday mornings between the hours of 9:30 a.m. and 11:00 a.m. at the Apprenticeship and Training Office at 6770 E. Marginal Way South, Room B-122, Seattle, Washington 98108. A basic math test will be administered. The score will be combined with interview score (see #4 below.)**
- 3. In order for application to be considered complete, all documentation verifying minimum qualifications must be provided. This includes proof of age, high school graduation or equivalent, and proof the applicant is employment eligible (meets I-9 requirements). Letters of recommendation from previous employers or instructors, as well as resumes, certificates or transcripts may be provided (optional.)**

Once the application is complete the applicant will be issued a qualification card stating that the holder of this card has passed all entry requirements of the Apprenticeship Committee and is now qualified to seek employment as a boilermaker apprentice. Until the applicant is employed as an apprentice, his/her qualification card must be signed once per month by the Secretary or the Coordinator of the Apprenticeship Committee in order to be validated. Three months of no validation and the applicant will be dropped from the list but may reapply when applications are being taken.

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Completed applications will be placed on an eligibility list in descending order by date of application.

4. Interview sessions will be scheduled at intervals determined by the Apprenticeship Committee. Applicants who complete steps 2 and 3 above will be granted an interview invitation. Applicants will be notified in writing of the date, place, and time of the interview based on the date of application. Consideration will also be given to female applicants for affirmative action purposes.

The Apprenticeship Committee will evaluate and rate applicants. The interview score and basic math test score will be combined. Applicants will be placed on the ranked list in order by score.

5. Applicants on the eligibility list or ranked list will be retained on that list for two (2) years as long as the card is validated each month per the instructed in number 3 above.
6. If the applicant locates employment or is placed as an apprentice by a training agent, they must make an appointment with the Apprenticeship Coordinator to complete an apprenticeship agreement, subject to approval by the Apprenticeship Committee.
7. Training agents may select the option to request apprentice applicants from the ranked list as they have openings. The applicants will be referred to the training agent from the ranked list in descending order for interview.
8. Those not accepted for the apprenticeship program will be notified by mail and given the reason for the rejection, the requirements for admission to the pool of eligibles, and the appeal rights available to the applicant.
9. **EXCEPTIONS:**

- a. (Direct Entry) Individuals who have their jobs reclassified through collective bargaining to an occupation covered by these Standards. When registered, individuals entering through this method must be employed by a participating employer. For such applicants to be considered, they must:

- (1) Meet the minimum qualifications
- (2) Complete an application form
- (3) Must be employed with a training agent of the sponsor.

- b. (Direct Entry) Employees of an employer who has not signed a collective bargaining agreement and wishes to have their employees

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trained may receive direct entry into the apprenticeship program provided: (WAC 296-05-303(4))

- (1) Applicant meets the minimum qualifications
- (2) The employer signs a Contribution Agreement with the Puget Sound Employers Boilermakers Apprenticeship and Training Trust Fund.
- (3) (WAC 296-05-303 (5)) All employers requesting approved and state apprenticeship rules and these standards of apprenticeship.

10. Alternative Selection Method: New Approved Training Agents

(Direct Entry) When an employer is added as an Approved Training Agent, their non-journey level employees shall receive direct entry into an apprenticeship as soon as they meet the minimum qualifications. These individuals shall be evaluated by the committee and placed at the proper step of apprenticeship in a non-discriminatory manner.

B. Equal Employment Opportunity Plan:

- 1. Participate in workshops organized by employment service agencies, community or technical colleges and community based organizations designed to increase awareness about the nature of apprenticeship programs and current apprenticeship opportunities with Boilermakers Local 104 & Puget Sound Employers Apprenticeship program.**
- 2. Participate in job fairs, career fairs and similar events to promote apprenticeship training, provide program admission requirements and sources of applications, and the program's EEO Policies.**
- 3. Engage in programs, where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship such as ANEW, Youth Build and other such programs.**
- 4. Granting advance standing or credit on the basis of previously acquired experience training skills or aptitude for all applicants equally.**

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

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

The term of apprenticeship shall be 6,000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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

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

All apprentices employed in accordance with these standards shall be subject to an initial probationary period not exceeding the first 1000 hours of actual employment as an apprentice.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

The ratio of apprentices to journey level workers shall be one (1) apprentice for a shop regularly employing one or more journey level workers and one (1) additional

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apprentice for every eight (8) journey level workers employed by the shop in the trade.

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.

Boilermakers: (Uptown Shops and Shipyards)

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

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VIII. WORK PROCESSES:

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

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

The boilermaker apprentice shall receive instruction and experience in all branches of the boilermakers' trade, including the preparation of material for installation. The apprentice shall also perform such other duties in the shop and on-the-job as are commonly related to a Boilermaker apprenticeship.

A. <u>Boilermaker:</u> (Uptown Shops)	<u>Approximate Hours</u>
1. Equipment Operations: Shearing, punching, crimping, rolling, brake, drilling, reaming, chipping, pressing, forming, and caulking	500
2. Fabrication (assembly-fitting and bolting up).....	1720
3. Welding, all processes.....	1200
4. Laying out: Tank quarter lines, nozzle, manhole locations, and penetrations (flat, cylindrical, conical and irregular) curved surfaces.....	1800
5. Non-Destructive Testing NDT: air testing, soap testing, diesel testing, dye penetrant.....	80
6. Metal/Weld removal: burning, scarfing, flushing, plasma cutting.....	220
7. Rigging	400
8. Material procurement and handling; estimates; purchases; bidding	80
TOTAL HOURS:	6000

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To assure adequacy of work experience throughout the entire period of apprenticeship, during the first 3000 hours the apprentice shall work with a journey level mechanic. The next 1000 hours the apprentice will work in the proximity of a mechanic. During the remaining 2000 hours of apprenticeship, the apprentice will be given every opportunity to apply their own ability and initiative, and may have the assistance of a helper but under the supervision of a journey level worker.

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B. <u>Boilermaker: (Shipyards)</u>	<u>Approximate Hours</u>
1. Equipment Operations: Shearing, punching, crimping, rolling, brake, drilling, reaming, chipping, pressing, forming, and caulking	500
2. Fabrication: Fitting.....	2640
3. Welding, all processes.....	1200
4. Lofting and ship layout, template making.....	500
5. Non-Destructive Testing NDT: air testing, soap testing, diesel testing, dye penetrant.....	80
6. Metal/Weld removal: burning, scarfing, flushing, plasma cutting.....	220
7. Rigging	800
8. Material procurement and handling; estimates; purchases; bidding	60
TOTAL HOURS:	6000

To assure adequacy of work experience throughout the entire period of apprenticeship, during the first 3000 hours the apprentice shall work with a journey level mechanic. The next 1000 hours the apprentice will work in the proximity of a mechanic. During the remaining 2000 hours of apprenticeship, the apprentice will be given every opportunity to apply their own ability and initiative, and may have the assistance of a helper but under the supervision of a journey level worker.

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

- Supervised field trips
- Approved training seminars (specify): **provided by vendors, manufacturers and other industry experts as available.**
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college: **South Seattle Community, Georgetown Campus.**
- Private Technical/Vocational college
- Training trust
- Other (specify):

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

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

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

Additional Information:

- A. One hundred sixty (160) hours of related welding instruction shall be provided for the apprentice by the end of 6000 hours of apprenticeship, if available.**
- B. The apprentice shall not be allowed to do any production welding until the welding course is completed.**
- C. Apprentices who start their apprenticeship in the middle of an RSI quarter will begin RSI classes the following quarter.**
- D. In the event an apprentice has completed all of their required RSI, but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the Committee.**

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)].

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A. General Procedures

1. **Failure on the part of the apprentice to show regular attendance at classes, or failing any quarter of the related training classes, will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the entire training program. All missed class time must be made up - excused or unexcused - before the end of that quarter or the next scheduled apprentice pay increase is granted. Furthermore, if more than two (2) (unexcused) school nights are missed in any quarter, the apprentice will be summarily dropped from the program and discharged. Employer and Union agree to carry out the instruction of the Apprenticeship Committee in this respect.**

On any intended absence from night school classes, the apprentice must immediately notify the coordinator at school by telephone, and also notify the coordinator by mail, stating the date and reason for absence. Failure to do so will mean the absence is unexcused. Such written excuses signed by the apprentice will be examined by the Apprenticeship Committee, at their discretion, to determine if the excuse is satisfactory. Sickness will be considered an acceptable excuse when the apprentice misses time from work. Absences during vacation shall be excused if coordinator and instructor are notified at least two (2) weeks in advance. Overtime work and/or layoffs shall not be considered as an excuse for absence from night school. Unexcused absences shall be adequate reason for the apprentice to be called before the Apprenticeship Committee for disciplinary action.

2. **Credit Hours: Maximum credit hours shall be 1000 hours for previous experience and credit hours will be granted only in the first six (6) months of apprenticeship.**
3. **In the interest of safety and image of our trade, apprentices must keep themselves reasonably clean, well groomed and appropriately dressed, while attending related training classes, and on the job, consistent with the requirements of the classroom situation or job. Failure to abide by the requirements of the sub-section may be deemed cause by the committee for invoking disciplinary action similar to the unexcused absence penalties outlined in sub-section A.**
4. **If the apprentice fails to appear before the apprenticeship committee after due notice, disciplinary action may be invoked without his/her presence.**
5. **If an apprentice fails his or her drug and alcohol screen or random drug test the first time, the employer has the right to notify the apprenticeship program of said failure and the coordinator will issue an automatic 30 day suspension from being dispatched to another employer and said individual**

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will have to prove thru testing, which the apprentice must pay for himself, that he or she is drug free and ready for work, before they could be dispatched to another employer. Also, apprentices that fail their second drug test will be terminated from the Boilermakers Local 104 & Puget Sound Employers Apprenticeship Committee. Failure to complete a drug or alcohol test when required and failure to provide an acceptable urine sample will be treated as failing the test.

6. It shall be the apprentice's responsibility to submit complete and accurate monthly progress report, signed by the apprentice's supervisor, to the Training Coordinator's office by the first (1st) day of the second following month. (Example: May 1st - 31st report is due July 1st). A monthly progress report is due for each month the apprentice is in the program whether or not the apprentice is working. (If work hours total zero, a supervisor signature is not applicable). Monthly progress reports received after the first (1st) day of second following month shall be considered late.

If an apprentice fails to submit a complete and accurate monthly progress report three (3) times within a year, or fails to submit two (2) consecutive complete and accurate monthly progress reports, the apprentice will be called before the Committee for possible disciplinary action such as withholding the next wage advancement one month. Repeated or multiple infractions will result in further disciplinary action, or suspension or cancellation of the apprenticeship agreement.

7. The apprentice shall read the above instructions and be thoroughly familiarized with their content. The apprentice is cautioned that the penalties are automatic and failure to read the regulations will be no excuse.
8. The Training Coordinator may take disciplinary action. Issues for which an apprentice may be disciplined include, but are not limited to:
 - a. Poor attendance at work or school.
 - b. Punctuality problems at work or school.
 - c. Failure to maintain satisfactory grades.
 - d. Poor work evaluations.
 - e. Problems working with safe habits.
 - f. Attitude issues.
 - g. Failure to appear in response to notification.
 - h. Failure to report to the Training Coordinator's office in a timely manner a change of address or phone number.
 - i. Failure to submit monthly progress reports to the Training Coordinator's office, as described in #6 above.
 - j. Leaving an employer without cause.
 - k. Failure to pass a drug or alcohol test.

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- l. Reporting to work, school, Committee meetings or any Program sponsored project under the influence of drugs or alcohol.**
- m. Apprentices may also be disciplined for engaging in inappropriate conduct. Examples of such conduct include, but are not limited to dishonesty, fighting, threats, theft, falsification, harassment, willful destruction of property and other misconduct.**

B. Local Apprenticeship Committee Policies

1. Training Agent Rights and Responsibilities:

- a. Training Agents shall advise the Boilermakers Local 104 (with a copy sent to the Training Coordinator) in writing/email of the number of apprentices needed. The referral of apprentices to fill such vacancies shall be made by the Apprenticeship Office upon receipt of OJT assignment to the Training Coordinator.**
- b. If an apprentice has unsatisfactory reviews, a Training Agent is invited to attend the JATC meeting where the apprentice will be required to attend for discipline.**
- c. A Training Agent may terminate an apprentice after contacting the JATC in writing/email of that apprentice's cause for dismissal.**
- d. A Training Agent who is unable to offer the apprentice a full spectrum of training per the Standards can request assistance from the JATC in meeting the requirements.**

2. Training Agent Disciplinary Actions:

The Training Agent agrees to adhere to the Standards of this apprenticeship program, the JATC Policies and all applicable state and federal laws and regulations governing employment, safety, licensing and Apprenticeship and training. Failure to do so will result in disciplinary action. The JATC will review alleged violations.

The employer will be sent a written notification of the allegation and cited to appear before the JATC. If the JATC finds the allegation true, the employer will be given reasonable opportunity (as defined by the JATC) to correct the problem. If the problem is not corrected and the JATC determines the violation is serious enough to warrant immediate disciplinary action or the employer has committed repeated violations, the JATC will take action against the employer. The following is a list of infractions for which the consequence of disciplinary action will ensue:

- a. A Training Agent not rehiring apprentices in the order they are laid off.**

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- b. A Training Agent terminating an apprentice without first notifying the Apprenticeship Committee in writing/email of that apprentices' cause for dismissal.
 - c. A Training Agent failing to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 - d. The Apprenticeship Committee or designee deems the work environment unsafe.
 - e. A Training Agent failing to appear before the Apprenticeship Committee after written notice.
3. Disciplinary Actions may include but are not limited to:
- a. A written warning
 - b. Placement on probationary status
 - c. A hold on hiring new apprentices.
 - d. A minimum of one-year cancelation of the Training Agent status.

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

- Prior to: 20 calendar days of intention of disciplinary action by a sponsor
- Sponsors must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action must be sent to the apprentice

- Within: 30 calendar days request for reconsideration from the sponsor
- Apprentice to request sponsor to reconsider their action

- Within: 30 calendar days of apprentice's request for reconsideration
- Sponsor must provide written notification of their final decision

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If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

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

Within: 30 business days for supervisor to complete investigation

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

If the apprentice or sponsor disputes supervisor decision:

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

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

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

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

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

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

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

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

Forms are available on line at

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

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

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- 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
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

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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 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

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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: **SEE ABOVE**

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

The employer representatives shall be:

Ronald Sykes, Chairman
Boilermakers Apprenticeship Program
6770 East Marginal Way S. B122
Seattle, WA 98108

Robert Tinker
Boilermakers Apprenticeship Program
6770 East Marginal Way S. B122
Seattle, WA 98108

Ted Moran
Boilermakers Apprenticeship Program
6770 East Marginal Way S. B122
Seattle, WA 98108

Ron Olson, Alternate
6770 East Marginal Way S. B122
Seattle, WA 98108

The employee representatives shall be:

Rick Dumas, Secretary
6770 East Marginal Way S. B122
Seattle, WA 98108

Sheldon Murray
6770 East Marginal Way S. B122
Seattle, WA 98108

Walt Gary
6770 East Marginal Way S. B122
Seattle, WA 98108

Chad J. Kelly, Alternate
6770 East Marginal Way S. B122
Seattle, WA 98108

Mark Eaton, Alternate
6770 East Marginal Way S. B122
Seattle, WA 98108

Chad Ross, Alternate
6770 East Marginal Way S. B122
Seattle, WA 98108

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Mark Eaton, Coordinator
6770 East Marginal Way, B-122
Seattle, Washington 98108