



**STANDARDS OF APPRENTICESHIP  
adopted by**

**WASHINGTON CONSTRUCTION TEAMSTERS APPRENTICESHIP COMMITTEE**

(sponsor name)

Occupational Objective(s):

SOC#

Term

**TRUCK DRIVER, HEAVY, CONSTRUCTION**

**53-3032.01**

**3000 HOURS**



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

**APPROVAL:**

JULY 21, 1988  
Initial Approval

APRIL 21, 2016  
Committee Amended

OCTOBER 20, 2016  
Standards Amended (review)

JANUARY 21, 2016  
Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

# WASHINGTON CONSTRUCTION TEAMSTERS APPRENTICESHIP COMMITTEE

## INTRODUCTORY STATEMENT

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

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

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

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

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

Sponsor Introductory Statement (Optional):

**These Standards have been developed by representatives of the Signatory Employers and Teamster Local Unions 38, 174, 231, 252, 313, 589 and 690 affiliated with the International Brotherhood of Teamsters, assisted by the Washington State Department of Labor and Industries, Apprenticeship Section.**

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## **I. GEOGRAPHIC AREA COVERED:**

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

**The area covered by these Standards shall be as follows: ALL of the State of Washington and the following counties of Idaho: Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Perce, Shoshone, and that part of Idaho County North of the 46th parallel.**

**Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, the JATC will apply the same standards and guidelines to apprentices registered in the program working in the Idaho counties of Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Perce, Shoshone, and that part of Idaho County North of the 46th parallel.**

## **II. MINIMUM QUALIFICATIONS:**

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

Age: **At least 21 years of age.**

Education: **Can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records. (Federal Motor Carrier Safety Regulations 391.11(b))**

Physical: **DOT Physical and physical qualifications stated in Subpart E of the Federal Motor Carrier Safety Regulations 391.41.**

Testing: **None**

Other: **Valid driver license with ability to obtain a Class A CDL with all required endorsements required by the Department of Motor Vehicles (at applicant's expense).**

- a. Copy of current valid driver's license.**
- b. Copy of current DMV report.**

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**Applications must be completed and submitted within thirty (30) calendar days after the application is obtained. Failure to meet the thirty (30) day deadline will void the application.**

### **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. Applications will be made available to anyone who is interested regardless of any other considerations. All applicants seeking entrance into the apprenticeship program must follow these selection procedures. This pertains to everyone with or without experience related to the trade.**
- 2. Applications will be made available year round at: Teamsters Training Center, 2410 East St. Helens, Pasco, WA 99301, or such other locations as authorized by the Apprenticeship Committee. Interested applicants must personally obtain and complete applications.**
- 3. At the time of application, applicants will be required to indicate the geographical area(s) where they will be willing to work. Selection of apprenticeship will be based on geographical Areas.**
  - a. Western Washington Including:  
Whatcom, Skagit, Island, San Juan, Snohomish, King, Pierce, Thurston, Mason, Kitsap, Jefferson, Clallam, Greys Harbor, Lewis, Cowlitz, Skamania, Wahkiakum, Clark and Pacific counties**

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- b. Eastern Washington Including:  
Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman and Yakima, and Northern Idaho counties including: Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Perce, Shoshone, and that part of Idaho County north of the 46<sup>th</sup> parallel**
  - c. Either**
- 4. Qualified Applicants will be scheduled for the Teamster Orientation Day. Teamster Orientation Day is pass/fail; a passing score of 55 out of 100 is required.**
- 5. Applicants who pass the Teamster Orientation Day will be ranked by score and placed on available-for-training list. Individuals on the available for training list must stay active on this list by checking in monthly. Failure to do so could result in removal of application and/or removal from the “available-for-training” list.**

**The applicant must keep the Apprenticeship Committee office advised of a current phone number and address where they can be reached upon short notice. Failure of the applicant to comply will void the application.**

**If removed from the list due to the above, the applicant will not be eligible to reapply for 12 months.**

- 6. Applicants will be selected from the “available-for-training” list based on geographical area of work selection.**
  - a. Western Washington**
  - b. Eastern Washington**
  - c. Either**
- 7. Applicants selected by the committee will be required to attend the 240 hours Training/CDL Preparation Course (or show proof of equivalent training) and also be required to obtain a Class A Commercial Drive License with all endorsements required by the Department of Motor Vehicles (at applicants expense) prior to being dispatched to an employer. A current DOT Medical Certificate must be provided prior to training.**
- 8. Applicants being accepted into the program will be required to take and pass a pre-employment urinalyses drug screening test before being registered. Expenses of the drug test will be paid by the JATC.**

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**Failure to PASS the Drug test or Refusal to take the drug test, WILL RESULT in application being voided and individual will be unable to reapply for a period of 12 months. Applicant will need to submit a NEGATIVE Drug Test to be able to re-apply.**

### **9. EXCEPTIONS:**

- a. Applicants of committee approved programs that have an articulation agreement with this JATC may be placed into the program.**
- b. (Direct Entry) An employee of a non-signatory employer not qualifying as a Journey-level person when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such applicants to be considered, they must meet the minimum qualifications.**
- c. (Direct Entry) An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC, using consistent, standards, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. When registered, individuals entering through this method must be employed by a participating employer. For such applicants to be considered, they must meet the minimum qualifications.**
- d. (Direct Entry) Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship provided:**
  - (1) The employer is an approved training agent of these Standards.**
  - (2) The applicant has met the minimum qualifications.**
- e. (Direct Entry) Employees of employers who have secured contracts under a project agreement requiring apprenticeship utilization and who do not qualify as having journey-level skills, may receive direct entry as an apprentice provided that:**
  - (1) The employer is an approved training agent of these Standards.**
  - (2) The application has met the minimum qualifications.**

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- f. **(Direct Entry) Transitioning military, military veterans, or participants in the Helmets to Hardhats program may be given direct entry into the apprenticeship program. Preference will be given based on prior experience, related training, and driving record.**

### B. Equal Employment Opportunity Plan:

1. **Participation in annual workshops, if available, designed to familiarize all concerned with the training system and current opportunities.**
2. **Engage in any other such action as stated above to insure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.**
3. **Selection from lists of qualified applicants for training, in other than order of ranking, so as to reach women (minority and non-minority) or minorities.**

### Discrimination Complaints.

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

## IV. TERM OF APPRENTICESHIP:

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

**The term of apprenticeship shall not be less than 3000 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.

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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 of 600 hours of reasonably continuous employment.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

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

**The ratio of apprentices to journey-level workers shall be one (1) journey-level worker for each one (1) apprentice per job, per contractor.**

### **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.

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**Apprentices shall receive the same travel, zone pay, and fringe benefits accorded journey-level Teamsters under the terms of the collective bargaining agreement.**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 – 1000 hours</b>	<b>70%</b>
<b>2</b>	<b>1001 – 2000 hours</b>	<b>80%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>90%</b>

**The records of the Teamsters Construction Industry Welfare Trust shall be used to verify the work hours of all Teamster apprentices.**

**The wage for each trade objective shall be submitted for approval and shall remain in effect until amended.**

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**VIII. WORK PROCESSES:**

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

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

**A. Truck Driver, Heavy, Construction: APPROXIMATE HOURS**

**Must demonstrate proficiency (as part of the 3000 minimum hours) by logging a minimum of one hundred sixty (160) hours on at least five (5) separate pieces of equipment during the term of the apprenticeship. This may include equipment that is listed or would be listed on any of the following three lists.**

- 1. Construction Trucks.....1000**  
Side dump, end jump, catwagon, articulated off-highway truck, solo end dump truck, top loaded container and chassis, roll-off dump body, off-road end dump, hard tails, tack truck, transit mixer, water truck, sweeper truck, and conveyor aggregate delivery truck.
- 2. Construction Tractor/Trailer or Truck/Trailer Combinations: .....1000**  
Articulating end dump, dump truck and pup, transfer dump truck and trailer, truck and trailer, truck tractor and semi-trailer such as: pneumatic trailer (dry bulk), side dump trailer, hopper trailer, semi end dump trailer, flow boy (walking floor) trailer, belly dump (single trailer or combination), debris trailer, chip trailer, flatbed trailer, stretch trailer.
- 3. Service Trucks and Support Activities: .....1000**  
Water truck, water pull, sweeper truck, distributor truck, tack truck, lowboy, dump truck and tilt trailer/ramp trailer/equipment trailer, truck mounted cranes with load bearing surfaces, mechanic, service greaser, fuel truck, forklift off loading deliveries in warehouse and storage area, repair welder, tire repair, warehousing, and receiving/inventory.

**TOTAL HOURS: 3000**

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

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

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

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

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

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

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

**144** 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.\*
- ( ) defined twelve-month school year: (insert month) through (insert month).
- (X) 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:

**In the event an apprentice has completed all of their required RSI (216 hours), but has less than the required OJT, the apprentice will not be required to attend further classes unless 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)].

#### A. General Procedures

##### **Definitions (not elsewhere listed)**

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

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**LABOR** shall mean Washington Construction Teamsters and its affiliated local(s).

- 1. The committee may accelerate or extend through to evaluation process, the advancement of an apprentice in each and every pay period.**
- 2. Extended periods of unemployment will be construed as an unfulfilled training requirement and the Apprenticeship Committee may place the apprentice in suspension until employment is regained. If the suspension period extends beyond six (6) months, the Apprenticeship Committee may drop the apprentice from the program. In such cases, the State Apprenticeship and Training Council shall be notified and the apprentice shall have the right to appeal.**
- 3. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Apprenticeship Committee after they have been signed by the employer or appropriate representative of the employer. The above records shall contain the apprentice's name, classification, employer, month and year of report, as well as hours of work performed.**

**Progress records MUST be turned in by the 10<sup>th</sup> day of the following month.**

**Each apprentice who is late in turning in his/her work experience report will have the following penalties imposed:**

- First Offense: Up to 30 days actual work delay in his/her next advancement.**
- Second Offense: Up to 60 days actual work delay in his/her work advancement.**
- Third Offense: Cause for cancellation of registration.**

- 4. It is the apprentice's responsibility to keep his/her current address on file with the committee and training center.**
- 5. Apprentices must remain on the out-of-work list during periods of unemployment and be available during dispatch hours, either by phone or at the union hall.**
- 6. Apprentices shall be responsible for contacting and informing the coordinator's office of any termination from a job.**
- 7. No unemployed apprentice will have the right to turn down a job within the geographical area selected by the Apprentice. Apprentices have the right to change their geographical area preference at any time PRIOR to a job issue.**

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**Apprentices turning down a job within their preferred geographical work area, without first contacting the Coordinator's office, may be dropped to the bottom of the list.**

**Apprentices who turn down a second job will be seen by the JATC and may receive disciplinary action up to and including cancellation of the apprenticeship agreement.**

- 8. No apprentice will be allowed to quit their job without approval from the Apprenticeship Coordinator. Apprentices who refuse work assignments are subject to disciplinary action up to cancellation of the apprenticeship.**
- 9. The apprenticeship Committee may, at any time, rotate an apprentice who is not receiving proper training or for any other reason they feel will benefit the apprentice.**
- 10. All apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.**
- 11. The safety code for attending class shall be as follows: No tank tops or sleeveless undershirts. Adequate leather foot protection (no thongs, tennis shoes or bare feet).**
- 12. The apprentice must properly notify the instructor, coordinator, or an Apprenticeship Committee member of any absence from school, classes, stating the reason for absence. The Apprenticeship Committee at its' discretion, will examine the absence excuse and determine if the excuse is satisfactory.**

**School classes are 8-10 hours per day**

**Unexcused absences will be adequate reason for the Apprenticeship Committee to take the following action:**

- a. Failure to attend one (1) class will result in deduction of one hundred (100) hours.**
- b. Failure to attend two (2) classes will results in deduction of two hundred (200) hours.**
- c. Failure to attend three (3) classes will result in suspension from the program and possible cancellation of the agreement by the JATC.**

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### B. Local Apprenticeship Committee Policies

NONE

### C. Complaint and Appeal Procedures:

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

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

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

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

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- 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.

#### 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

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

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instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

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

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in 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

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Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### D. Training Agent Management:

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

### E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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: To constitute a quorum at any regular or special meeting of the Committee, there must be present in person at least one Employer Representatives and one Employee Representatives. An absent Representative may give his written proxy to be voted by a Representative in attendance. In the determination of any matter coming before the Committee for consideration, the Employer Representative and the Employee Representative shall each have one**

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**vote, as a group or unit, and not otherwise. The vote of each group or unit shall be controlled by a majority within such group or unit.**

Program type administered by the committee: **Group Joint**

The employer representatives shall be:

**Tammy Vibbert, Secretary  
Lakeside Industries  
PO Box 7016  
Issaquah, WA 98027**

**Laura Anderson  
ACME Concrete Paving, Inc.  
E. 4124 Broadway  
Spokane, WA 99202**

**Doug Migas  
Inland Asphalt Company  
955 West Lacy  
Richland, WA 99352**

**Jessica Scarsella, Alternate  
Scarsella Bros.  
PO Box 68697  
Seattle, WA 98168-0697**

The employee representatives shall be:

**Val Holstrom, Chair  
Teamsters Local 690  
1912 N. Division #200  
Spokane, WA 99207**

**Russell Shjerven  
Teamsters Local 839  
1103 W. Sylvester St.  
Pasco, WA 99301**

**Larry Boyd  
Teamsters Local 174  
14675 Interurban Ave S. Ste #303  
Tukwila, WA 98168**

**John Emrick, Alternate  
Teamsters Local 313  
220 South 27th St.  
Tacoma, WA 98402**

**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**

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**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.

**Thomas George, Director  
2410 E. Saint Helens St.  
Pasco, WA 99301**