



**STANDARDS OF APPRENTICESHIP
adopted by**

SNOHOMISH COUNTY P.U.D. NUMBER 1 APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
ENERGY CONTROL DISPATCHER	43-5032.00	5000 HOURS/30 MONTHS
LINEMAN	49-9051.00	7000 HOURS/42 MONTHS
MAINTENANCE MECHANIC	49-9041.00	6000 HOURS/36 MONTHS
METERMAN	49-9012.01	6000 HOURS/36 MONTHS
UTILITY MECHANIC	49-3031.00	8000 HOURS/48 MONTHS
UTILITY WIREMAN	49-2095.00	8000 HOURS/48 MONTHS



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

APPROVAL:

JANUARY 25, 1957
Initial Approval

JULY 21, 2016
Committee Amended

APRIL 16, 2015
Standards Amended (review)

JULY 21, 2016
Standards Amended (administrative)

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 for the development of apprentices have been prepared by the International Brotherhood of Electrical Workers, Local No. 77, and the Snohomish County P.U.D. No. 1. When approved by and registered with the Registration Agency, these Standards will govern the training of apprentices in this industry.

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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 all of Snohomish County and Camano Island with headquarters in Everett, Washington.

II. MINIMUM QUALIFICATIONS:

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

Age: **Applicants for apprenticeship shall be at least eighteen (18) years of age.**

Education: **All applicants shall be high school graduates or have a General Educational Development (GED) or High School Equivalency (HSE) certificate.**

Physical: **Exact requirements shall be set forth in the examination announcement issued by Employee Resources, Snohomish County PUD Number 1, on behalf of the JATC. Health and physical requirements for each craft will be utilized to assure that apprentices hired are physically able to meet the rigors of the trade, and validated using accepted practices for fair, consistent, and uniform selection.**

Testing: **Exact requirements shall be set forth in the examination announcement issued by Employee Resources, Snohomish County PUD Number 1, on behalf of the JATC. Testing will be conducted with applicants using accepted professional validation practices and statistical analysis, using standardized aptitude tests that are related to the essential knowledge, skills, and abilities required to enter the particular apprenticeship program (per WAC 296.05.419(4)). Notification for applicants will follow WAC 296.05-427 Notification Requirements.**

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Other: **Applicants must have a valid driver's license with the ability to obtain a valid Washington State Driver's License within thirty (30) days of position start date.**

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

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

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

A. Selection Procedures:

Exempt per WAC 296-05-405(1)(b)

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(b)

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

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

A. Energy Control Dispatcher - Not less than 30 months with a minimum of 5000 hours of reasonably continuous employment.

B. Linemen - Not less than 42 months with a minimum of 7000 hours of reasonably continuous employment.

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- C. Maintenance Mechanic - Not less than 36 months with a minimum of 6000 hours of reasonably continuous employment.**
- D. Meterman - Not less than 36 months with a minimum of 6000 hours of reasonably continuous employment.**
- E. Utility Mechanic - Not less than 48 months with a minimum of 8000 hours of reasonably continuous employment.**
- F. Utility Wireman - Not less than 48 months with a minimum of 8000 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 the following occupations in accordance with these Standards shall be subject to a probationary period of the first six (6) months of reasonably continuous employment from position start date; hours not to exceed 20% of the term of the apprenticeship.

- A. Energy Control Dispatcher**
- B. Lineman**
- C. Maintenance Mechanic**
- D. Meterman**
- E. Utility Mechanic**
- F. Utility Wireman**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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

- A. Energy Control Dispatcher: Employers employing one (1) or more journey-level system dispatch shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.**
- B. Lineman: The ratio of apprentices to journey-level workers shall not be more than one (1) apprentice to every two (2) journey-level workers, based on the journey-level line workforce of the Sponsor.**
- C. Utility Wireman and Meterman: Employers employing one (1) or more journey-level meterman and utility wireman shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.**
- D. Maintenance Mechanic: Employers employing one (1) or more journey-level maintenance mechanic shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.**
- E. Utility Mechanic: Employers employing one (1) or more journey-level utility mechanic shall be entitled to one (1) apprentice. The second apprentice may be hired when two (2) or more additional journey-level workers are employed.**

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

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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.

Energy Control Dispatcher:

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	77.15%
2	7 - 12 months	82.44%
3	13 - 18 months	85.73%
4	19 - 24 months	89.10%
5	25 - 30 months	89.94%

Lineman

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	74%
2	7 - 12 months	77%
3	13 - 18 months	80%
4	19 - 24 months	84.5%
5	25 - 30 months	88%
6	31 - 36 months	91%
7	37 - 42 months	95%

Maintenance Mechanic:

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	86%
2	7 - 12 months	87%
3	13 - 18 months	89%
4	19 - 24 months	91%
5	25 - 30 months	93%
6	31 - 36 months	95%

Utility Mechanic:

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	86.1%
2	7 - 12 months	87.9%
3	13 - 18 months	89.5%
4	19 - 24 months	92%
5	25 - 30 months	93%
6	31 - 36 months	94.6%
7	37 - 42 months	96.3%
8	43 - 48 months	98%

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Meterman:

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	74%
2	7 - 12 months	77%
3	13 - 18 months	80%
4	19 - 24 months	84.5%
5	25 - 30 months	88%
6	31 - 36 months	95%

Utility Wireman:

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	74%
2	7 - 12 months	77%
3	13 - 18 months	80%
4	19 - 24 months	83%
5	25 - 30 months	86%
6	31 - 36 months	89%
7	37 - 42 months	92%
8	43 - 48 months	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)]

A. <u>Energy Control Dispatcher:</u>	<u>Approximate Hours</u>
1. Communication procedures, dispatch office familiarization, dispatch boards, forms, logs, and miscellaneous, & emergency work procedures	900
2. SCADA (introduction), safety laws & tagging procedures, calculations & formulas, and switching, procedures	900
3. SCADA (general) Jackson Powerhouse & Dam substation operation, and underground	900
4. SCADA (operation), voltage equipment, and protection equipment	900
5. Load management, storm operations, and foreign utilities coordination.....	900
6. Miscellaneous.....	500
TOTAL HOURS	5000

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B. <u>Lineman:</u>	<u>Approximate Hours</u>
1. Poles, arms and guys.....	2000
2. Conductors and insulators, switches and cutouts, and other protective devices	2000
3. Underground	1000
4. Transformers.....	800
5. Service drops and meters	300
6. Rotation and phasing.....	200
7. Safety meeting, care and inspection of safety equipment.....	200
8. Miscellaneous.....	500
TOTAL HOURS:	7000

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C. <u>Maintenance Mechanic:</u>	<u>Approximate Hours</u>
1. Basic Electricity AC-DC Wiring.....	500
2. Architecture and Blueprints	500
3. Carpentry.....	750
4. Pipe fitting and refrigeration	550
5. Principles of HVAC	750
6. Control Wiring.....	250
7. Roofing and painting	500
8. Cabinet making	500
9. Gas and arc welding.....	500
10. Small motors.....	250
11. Safety meetings, care & inspection of safety equipment	200
12. Miscellaneous.....	750
TOTAL HOURS:	6000

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<u>D. Meterman:</u>	<u>Approximate Hours</u>
1. Numbering, testing and calibration of watt-hour meters.....	1000
2. Written and electronic record keeping and documentation	200
3. Testing, repairing, and calibration of electrical instruments	500
4. Repairing, reconstructing, cleaning electrical meters	200
5. Wiring and investigation of meter installations	1100
6. Testing meters and site audits on customers' premises	1000
7. Investigating and troubleshooting customer voltage and power quality complaints	800
8. Installing and removing meters	200
9. Maintenance of load profile (IDR, meter programming, isolation relays, and meter communications	800
10. Testing and cleaning of high voltage personal protective equipment	200
TOTAL HOURS:	6000

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<u>E. Utility Mechanic:</u>	<u>Approximate Hours</u>
1. Power plants-gas and diesel various systems, tune-up, and troubleshooting.....	500
2. Brakes-air and hydraulic various systems, reline and adjustment	600
3. Chassis-light and heavy duty frame, steering, suspension	800
4. Transmissions-manual and automatic clutches linkage, shift controls, and power takeoffs.....	1000
5. Rear-end assembly (light and heavy-duty) differential, universal joints, drive lines, 2-speed shift assemblies	900
6. Electrical systems-12 and 110-volt wiring diagrams, lighting, charging, starting, gauges, batteries, and power systems	1000
7. Hydraulic systems	850
Hose assembly, trouble-shooting, testing, and repairing	
8. Metal fabrication.....	850
Welding (gas and electric) multi-position, wire feed, burning, lay-out, and fabricating.	
9. Safety subjects	500
Safety meeting importance, care and inspection of both personal and district safety equipment, one tour as safety chairman.	
10. Miscellaneous.....	1000
Shop procedure, parts ordering, tire repairing, responsibility levels, trouble-shooting, and repair practices.	
TOTAL HOURS:	8000

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F. <u>Utility Wireman:</u>	<u>Approximate Hours</u>
1. Power transformers and voltage regulators (both station class and pole type) - theory of operation, testing procedures, control functions, maintenance and repair	2200
2. Blueprint reading	800
3. Supervisory control - operation and troubleshooting	500
4. Circuit breakers, vacuum and air (distribution), SF6 (Transmission) - installation, operation and maintenance.....	1200
5. Protective relaying and metering - principles of operation, maintenance, and repair. Current and potential transformers - installation and operation.....	800
6. High voltage switches and motor operators	400
7. Metal clad switchgear - controls, troubleshooting, commissioning procedures	1100
8. Batteries and miscellaneous substation maintenance	500
9. Oil testing and handling, spill procedures	200
10. Safety practices, heavy equipment operation, rigging & boom operations, signaling.....	300
TOTAL HOURS:	8000

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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):
(includes: reading materials, homework assignments and projects)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify):
 1. **Snohomish County PUD Number 1 facilities**
 2. **Meter training course administered at/by Seattle City Light facilities**
 3. **Wire training course administered at/by Seattle City Light facilities**

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

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

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

Additional Information:

- A. In case of failure on the part of any apprentice to fulfill their obligation for school attendance or academic performance, the apprenticeship committee shall have the authority to take disciplinary action. (see Section X, Administrative/Disciplinary Procedures)**
 - B. The Apprenticeship Committee recommends that the courses for the apprentices be limited to those who are actually apprentices to the trade in accordance with these Standards.**
 - C. Such related instruction will not be classed as hours of work.**
 - D. Adequate safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.**
 - E. Attendance: Apprentices are expected to attend every session of school. Failure on the part of an apprentice to show regular attendance at classes or failing any quarter of the related training classes will be deemed as sufficient cause for the Apprenticeship Subcommittee to recommend to the JATC disciplinary action, which may include but not limited to the cancellation of their apprenticeship agreement.**
 - F. The pass point for related supplemental instruction class is 70% or above, per quarter, for all academic material, unless otherwise advised.**
 - G. An apprentice may not miss related training classes due to overtime work without approval, as outlined by apprenticeship administration.**
- 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.

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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

Applicants accepted as apprentices will become employees of Snohomish County PUD Number 1, and as such, apprentices are expected to maintain employment with the company during their term of apprenticeship; failure to do so may be cause for cancellation. The apprentice must also comply with the adopted Standards of Apprenticeship and the Collective Bargaining Agreement between the employer and IBEW Local #77. Disciplinary issues will be addressed using the complaint and appeal procedures outlined in Section X, Sub-Section C, Complaint and Appeal Procedures, as shown below.

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

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- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

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

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

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

Within: 30 business days for supervisor to complete investigation

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

If the apprentice or sponsor disputes supervisor decision:

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

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

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

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

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

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

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

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

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

Forms are available on line at

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

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
- 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

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3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

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

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.

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3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

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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: A quorum shall consist of a minimum of three (3) representatives each from Management and IBEW members of this JATC.

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

The Snohomish County Public Utility District No. 1 Apprenticeship Committee shall be composed of equal representation from District and Union. Selection of these individual members will be made by their respective organizations.

The employer representatives shall be:

**Deb Hartl, Secretary
PO Box 1107
Everett, WA 98206-1107**

**Scott Faries
PO Box 1107
Everett, WA 98206-1107**

**Rob McManis
PO Box 1107
Everett, WA 98206-1107**

**Gordon Ancheta
PO Box 1107
Everett, WA 98206-1107**

**Dale Sindelar
PO Box 1107
Everett, WA 98206-1107**

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The employee representatives shall be:

**Dennis Montoya, Chair
PO Box 1107
Everett, WA 98206-1107**

**Billy Whitecotton
PO Box 1107
Everett, WA 98206-1107**

**Jeff J. Roberts
PO Box 1107
Everett, WA 98206-1107**

**Steven G. Hastings
PO Box 1107
Everett, WA 98206-1107**

**Robert Ailment
JATC Large Committee
PO Box 1107
Everett, WA 98206-1107**

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.

LINEMAN:

Employer Representatives:

**Gordon Ancheta
PO Box 1107
Everett, WA 98206-1107**

**Scott Faries
PO Box 1107
Everett, WA 98206-1107**

Employee Representatives:

**Billy Whitecotton
PO Box 1107
Everett, WA 98206-1107**

**Jeff J. Roberts
PO Box 1107
Everett, WA 98206-1107**

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ENERGY CONTROL CENTER:

Employer Representatives:

**Danny Snowden
PO Box 1107
Everett, WA 98206-1107**

Employee Representatives:

**Robert Aliment
PO Box 1107
Everett, WA 98206-1107**

METER:

Employer Representatives:

**Dale Sindelar
PO Box 1107
Everett, WA 98206-1107**

Employee Representatives:

**Steven G. Hastings
PO Box 1107
Everett, WA 98206-1107**

WIRE:

Employer Representatives:

**Steve Larson
PO Box 1107
Everett, WA 98206-1107**

Employee Representatives:

**Dennis Montoya
PO Box 1107
Everett, WA 98206-1107**

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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.

**Julie Mainstone
PO Box 1107
Everett, WA 98206-1107**