



**STANDARDS OF APPRENTICESHIP
adopted by**

QUINCY FOODS, LLC - INDUSTRIAL MAINTENANCE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
INDUSTRIAL MAINTENANCE MECHANIC	49-9041.00	8000 HOURS
INDUSTRIAL MAINTENANCE TRUCK MECHANIC	49-3031.00	8000 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:

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Committee Amended

OCTOBER 22, 2004
Standards Amended (review)

JULY 16, 2004
Standards Amended (administrative)

By: ED KOMMERS
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): **NONE**

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 –

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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 the Quincy Foods, LLC plant, headquartered at 222 Columbia Way, Quincy, Washington 98848

II. MINIMUM QUALIFICATIONS:

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

Age: **Applicants shall have passed their 18th birthday.**

Education: **Applicants shall be a high school graduate or have a certificate of equivalence and shall submit suitable documentation verifying the same.**

Physical: **Applicants must be physically capable of performing the work of this trade.**

Testing: **None**

Other: **Applicant must have completed the probationary hiring period and be listed as a Quincy Foods, LLC. employee.**

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.

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A. Selection Procedures:

1. **The Quincy Plant reviews all position descriptions when major changes in responsibilities occur. In doing so we have found they accurately reflect position functions and are consistent for the same position from one work area to another. The Quincy Foods, LLC. Industrial Maintenance Apprenticeship Committee is not in any way serving as a referral agency.**
2. **Job requirements will be validated by Quincy location. Special attention will be given to academic, experience, physical, and skill requirements to ensure that the requirements themselves do not constitute inadvertent discrimination. Job specifications will be made consistent for the same job type in all areas and free from bias in regard to race, color, religion, sex or national origin, age, disabled or veteran status. Where requirements screen out a disproportionate number of minorities or women as determined by Impact Ratio studies or other appropriate methods, professional validation of such job requirements may be sought. All persons desiring apprenticeship training under the Quincy Foods, LLC Apprenticeship Program shall make application at the employer's place of business (see Geographical Area Covered for address), and on becoming employed, and on recommendation of the employer will appear before the Apprenticeship Committee to be interviewed. At the time of the interview, the applicant shall be informed of the obligation to abide by the Standards established for the trade. Upon acceptance of the applicant, the Apprenticeship Committee shall make an evaluation based on the employer's recommendation and place the applicant in the program in the proper work experience and wage progression period and register the applicant with the Washington State Apprenticeship and Training Council.**
3. **Combined efforts of Corporate staff and Quincy management validate employee specifications for each job title in each department using only job performance criteria. These specifications are nondiscriminatory with respect to race, color, religion, gender, national origin, age, veteran's status, and disability. Salaried positions are validated by Corporate, while hourly positions are validated at the plant level.**
4. **These validated position descriptions and employee specifications are available to all members of management involved in the recruiting, screening, selection and promotion process. Copies of position descriptions and employee specifications for job openings are available to all recruiting sources.**
5. **The Quincy Plant will continue to periodically evaluate the total selection process to ensure freedom from bias and thus the attainment of goals and objectives. If it is determined that any selections techniques currently**

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being used result in discrimination or exclusion of members of any protected group, they will be eliminated or validated.

6. Particular attention will be given to female and minority representation, both from within and outside the Company.
7. All personnel having any role in the selection process will be chosen with special care given to their qualifications for such roles, and will be provided any necessary ongoing training to ensure that the selection processes remain nondiscriminatory.

B. Equal Employment Opportunity Plan:

The employment policy of the Quincy Plant is to provide equal opportunity to all persons. Our company, therefore, has made a commitment to equal employment opportunity through a positive and continuing Affirmative Action Program. No employee or applicant for employment will be discriminated against because of race, color, religion, sex, national origin, age, disability, veteran status, or other status protected under state or local law.

To implement these policies, the Quincy Plant will continue to:

1. Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, sex, national origin, age, disability, or veteran status. Also insure that all personnel actions, including but not limited to, compensation, benefits, transfers, layoffs, return from layoffs, company-sponsored training, education, tuition assistance, social and recreational programs are administered without regard to race, color, religion, sex, national origin, age, Disability, or veteran status.
2. Grant 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:

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 eight thousand (8000) hours of reasonably continuous on the job training including the apprenticeship probationary period.

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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.

The probationary period shall be the first one thousand six hundred (1,600) hours of apprenticed 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) apprentice to one (1) journey-level worker on each jobsite.

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

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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.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2400 Hours	80.6%
2	2401 - 8000 hours	94.0%
3	8001+ Hours	100.0%

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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)]

<u>A. Industrial Maintenance Mechanic</u>	<u>Approximate Hours</u>
1. Familiarization	200
Any activity designed to familiarize apprentice with care, proper and safe use, nomenclature, and selection of hand and powered tools and materials in the craft.	
2. Other Assignments.....	300
Housekeeping, safety and other informational meetings, including related activities.	
3. Bench Work.....	600
a. Voltage tester	
b. Reaming	
c. Tapping	
d. Drilling	
e. Bench work related activities	
f. Pipe threading	
4. Power Transmission.....	800
a. Bearing applications and installation	
b. Drive component application and installation	
c. Procedures for troubleshooting drive systems	
5. Understanding Layouts	800
a. Blueprint reading	
b. Leveling/alignment using precision equipment	
c. Maintenance fabrication	
d. Replacement of machinery	
e. Dial indicators	
f. Vernier scale	
g. Calipers	
h. Micrometers	
i. Operation of equipment	
6. Welding and Burning Technique	1000

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- a. Arc welding
 - b. Plasma arc
 - c. Tig welding
 - d. Mig welding
 - e. Gas welding
 - f. Gas cutting
7. Lubrication and Inspection300
- a. Familiarization with oils and greases
 - b. Specific applications, replacement, and disposal
 - c. Familiarization of CMMS program
8. Hydraulics and Pneumatics500
- a. Application of theory and terminology
 - b. Repair, replacement, and installation
 - c. Troubleshooting
9. General Maintenance.....2200
- a. Maintain, troubleshoot, rebuild, replace, and modify
 - b. Pumps and piping
 - c. Shop production tools; break, shear, punch press, etc.
 - d. Plant safety rules, lock out-tag out, confined spaces, hearing protection, and fall protection
 - e. Sheet metal work
10. Machine Shop300
- a. Grinder
 - b. Chop saw
 - c. Sharpeners
 - d. Band saw
 - e. Thread cutter
 - f. Hydraulic press
11. Electrical/Electronic1000
- a. Troubleshoot circuits and systems
 - b. Troubleshoot, read, and understand schematics
 - c. Connect and disconnect
 - d. Circuit board and card assemblies
 - e. Basic understanding of similarities/differences of AC/DC

TOTAL HOURS: 8000

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<u>B. Industrial Maintenance Truck Mechanic</u>	<u>Approximate Hours</u>
1. Familiarization	500
Cleans work parts and equipment. Disassembles unit of repair, use of hand tools, precision measuring devices, drill press, lathe and power tools, etc. Preventative maintenance, oils, lubrication, fuels, minor adjustments, steam cleaning and sand blasting.	
2. Brakes.....	1000
Adjusting, relining, repair hydraulic systems. Power, electric. Welding, cutting, fabrication and grinding.	
3. Chassis.....	1000
Power lifts, frame, steering units, front systems, shocks, springs, shackles, drums, lines, pulleys.	
4. Clutch and Transmissions.....	1000
Clutches, transmissions, standard, automatic, shift controls, power take-off and gears.	
5. Axles, assembly and drive	1000
Differential, universal, drive lines, axles, bearing, tires and wheels.	
6. Types of Power	1500
Gas, Diesel, Propane and Electric. Valves, timing gears and chains, pistons and rings, bearings and crank-shafts, cylinder reconditioning heads, plugs, exhaust and fuel systems, batteries, gauges, ignition, starting, wiring generator, regulator and armatures.	
7. General Maintenance.....	1000
Belts, air and water cooling, copper tubing, assemblies using test equipment, reworking defective parts, replace parts new and used, adjustment, clearance, rivets.	
8. Troubleshooting, inspects and tests, use of manuals and handbooks, records repairs and work performed and condition of equipment.	1000
TOTAL HOURS:	<u>8000</u>

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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): **Approved plant training programs.**

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

- twelve-month period from date of registration.*

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- () 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:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

- 1. A daily record of hours worked in each category of on the job training will be maintained by the Apprentice. They will submit a properly completed and signed work progress report monthly to their supervisor and monthly to the Apprenticeship Committee. This report will be submitted on or before the 10th of the following month.**
- 2. The Apprentice's supervisor will sign off the apprentice's record of hours worked in each category every week.**

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- 3. The Apprentice will apply oneself both on the job and in related training programs and continually strive to become a skilled worker.**
- 4. The Apprentice must comply with Company attendance policies. Reaching the disciplinary level of attendance occurrences shall result in delayed upgrade and/or disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
- 5. The classroom training provider's policies and procedures shall be adhered to at all times by the Apprentice.**
- 6. The Apprentice must read and understand the provisions of these standards and any agreements applicable to training, including the Company Policies and Procedures.**

The Quincy Foods, LLC. is authorized to administer and enforce all Apprenticeship Policies and Procedures under the guidelines of the Standards registered with the State of Washington, Department of Labor and Industries, Apprenticeship Section. These Standards shall be governed by the Washington State Apprenticeship Act (RCW 49.04) and Federal Labor Standards (29 CFR 29), which govern employment and training in Apprenticeable occupations.

- 7. Apprentices must be in the classroom with the proper educational materials and ready for class by the scheduled time of class.**
- 8. The responsibility rests solely with the Apprentice to complete all lessons and topics missed due to absenteeism to the satisfaction of the instructor(s).**
- 9. Any Apprentice who fails to return to class following a break or who decides to leave early on their own volition shall be given no credit for that class and marked as absent for the entire class.**
- 10. Apprentices not showing satisfactory progress may be canceled from the Apprenticeship Program.**
- 11. Any test missed due to absence of the Apprentice may be made up at the convenience of the class instructor(s).**
- 12. Apprentices shall perform all the duties and tasks on the job in the area associated with the craft apprenticeship.**
- 13. Overtime hours worked shall be recorded as actual hours worked.**
- 14. Each Apprentice will be solely responsible for maintaining a work record book with a copy of the record each month to be turned in to Quincy**

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Foods, LLC Apprenticeship Coordinator by the 10th of the following month.

- 15. Monthly work records not turned in by the 10th day of the following month may result in the next scheduled uprate being held for thirty (30) days for each offense. Three (3) consecutive offenses will constitute action by the Quincy Foods, LLC. Apprenticeship Coordinator for not complying with these Policies and Procedures.**
- 16. Apprentices will comply with all Quincy Foods, LLC. policies and procedures. Termination of employment with the Company for any reason will automatically cancel the Apprenticeship Agreement.**

B. Local Apprenticeship Committee Policies

See Quincy Foods, LLC Hourly Employee Handbook, current edition.

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

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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.

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.

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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
 - 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

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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 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.

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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 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

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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: **INDIVIDUAL NON-JOINT**

The employer representatives shall be:

Kelly Norris, Secretary
PO Box 127
Quincy, WA 98848

Shawn Lee
PO Box 337
Quincy, WA 98848

Shad Stentz
PO Box 127
Quincy, WA 98848

Maria Carrillo
PO Box 127
Quincy, WA 98848

The employee representatives shall be:

Jamie Gallegos, Chairman
PO Box 127
Quincy, WA 98848

Everardo Lopez
PO Box 127
Quincy, WA 98848

Alfredo Garcia
PO Box 127
Quincy, WA 98848

Uriel Lopez
PO Box 127
Quincy, WA 98848

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.

**Everardo Lopez
PO Box 127
Quincy, WA 98848**