

Revisions approved 4.21.22

**POWER LINE CLEARANCE AND TREE TRIMMERS
APPRENTICESHIP COMMITTEE**

Power Line Clearance and Tree Trimmers Apprenticeship Committee have adopted the apprenticeship system as a means of providing a continuing supply of skilled journey level workers for all branches of the Power Line Clearance and Tree Trimming industry.

Power Line Clearance and Tree Trimmers Apprenticeship Committee working in cooperation with the Washington State Apprenticeship and Training Council, have developed these Standards.

I. GEOGRAPHIC AREA COVERED:

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

The area covered by these Standards shall be the state of Washington.

These standards shall also cover the entire state of Oregon under the terms and conditions of the reciprocal agreement.

These standards shall also cover the Idaho counties of: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Lata, Lewis, Perce, and Shoshone.

The following California counties of: Del Norte, Siskiyou, and Modoc.

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

II. MINIMUM QUALIFICATIONS:

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

Age: Must be at least eighteen (18) years old.

Education: High School Diploma or High School Equivalency.

Physical: Applicants must be physically capable, of working aloft in trees or aerial lifts, and agility, strength and endurance with or without

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reasonable accommodation and without endangering the safety or health of co-workers.

Testing: **None**

Other: **Must have valid driver license.**

- a. Provide a copy of current valid driver license.**
- b. Provide copy of current DMV report indicating no ignition interlock device is required (at applicant's expense).**

Must attend Pre-Rank Orientation presentation as scheduled by JATC. Failure to meet these requirements will result in an incomplete application.

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

Possess a valid Flagger/Traffic Control card; online certifications are not recognized and will not meet this qualification.

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 Procedure (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 (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified 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 and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. Application Process:

- a. The Power Line Clearance and Tree Trimming JATC will distribute information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity**

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policy of the sponsor to all interested individuals by the following methods.

- 1) Apply from our website:

<http://www.nwlinejatc.com>

Applicants may call for more information (360-816-7100) or they may view our website at <http://www.nwlinejatc.com>.

- b. Applications are valid for 90 days from the date application process is started online. The online portal will start a 90 day timer once application process begins. Once all documentation has been received, the applicant will be placed into the next Ranked Pool of eligibles.

2. Application Notice and Schedule:

- a. Applications will be accepted year around.
- b. Application information will be disseminated according to the committee's affirmative action plan.

3. Verification of Minimum Qualifications:

Applicants must submit documentation of minimum qualifications in order to be considered for the program. This information, along with any supporting documentation submitted, is non - returnable. All supporting documentation must be submitted by the specified deadline.

4. Non-Qualified Applicants:

Applicants who do not meet the minimum qualifications will be notified in writing; notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.

5. Pool of Eligibles:

- a. Apprentices will be selected from a Ranked Pool of Eligibles.
- b. Upon completion of their application, applications will be scored and ranked based on the point system detailed in subparagraph 7 below. These individuals will then be placed in ranked order on a list of pool of eligibles according to their score. The pool of eligibles list will be re-ranked at least every 60 days and applicants will be retained on the list for a period of two (2) years.

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- c. Individuals may be removed from the pool at an earlier date by their request, failure to respond to an apprentice job assignment provided through the placement process, or failure to maintain required certifications.**

- d. Eleven (11) eligibility lists will be maintained and ranked in order of the applicants scores. These lists are based on the geographic area(s) applicants are willing to be dispatched to for their apprenticeship. Applicants who refuse a dispatch from a selected area will have their application file closed and will be removed from all lists. Scored applicants may choose to be on one or more of the following lists:**
 - (1) Area 1 – Washington counties of: Island, Whatcom, San Juan, Skagit, Snohomish**

 - (2) Area 2 – Washington counties of: King, Kitsap, Pierce**

 - (3) Area 3 - Washington counties of: Clallam, Grays Harbor, Jefferson, Mason**

 - (4) Area 4 - Washington counties of: Cowlitz, Lewis, Pacific, Thurston, Wahkiakum**

 - (5) Area 5 - Washington counties of: Chelan, Douglas, Grant, Kittitas, Klickitat, Okanogan, Skamania, Yakima**

 - (6) Area 6 - Washington counties of: Adams, Asotin, Benton, Columbia, Franklin, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman and the Idaho counties of Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Lata, Lewis, Nez Perce, and Shoshone**

 - (7) Area 7 – Oregon counties of: Clackamas, Clark, Columbia, Hood River, Marion, Multnomah, Washington**

 - (8) Area 8 - Oregon counties of: Clatsop, Lincoln, Polk, Tillamook**

 - (9) Area 9 - Oregon counties of: Benton, Lane, Linn**

 - (10) Area 10 - Oregon counties of: Coos, Curry, Douglas, Jackson, Josephine and California counties of: Del Norte, Modoc and Siskiyou**

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- (11) **Area 11 - Oregon counties of: Baker, Crook, Deschutes, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Morrow, Umatilla, Union, Wallowa, Wasco, Wheeler**

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

6. Placement Process:

- a. **The JATC will dispatch all unemployed apprentices eligible to work in a specific dispatch area prior to selecting new apprentices.**
- b. **Apprentices are registered to the Committee, not to individual employers/training agents. Apprentices are employed by the employer/training agent.**
- c. **Training agents will have first opportunity to register current employees and sponsored applicants when they reach the top of the eligibility list. If you are currently working for a Tree Trimming contractor who is a training agent, your employer will have the first choice to employ you as an apprentice. If your employer fails to offer you employment as an apprentice, you will be dispatched to the next employer requesting an apprentice.**
- d. **In order to comply with the Affirmative Action goals, minorities and females on the Ranked Ordered list will be dispatched and registered in the order of request for such an applicant.**

7. Point System:

Qualifying applicants will be reviewed and scored according to the following point system. Points will only be given if the applicant provides written documentation (letters from employers on company letterhead, DD214, course certificates, school transcripts, etc). Documentation for work experience must document both the type of work and the actual hours worked. Check stubs will not serve as documentation for work experience. A letter from the employer is required stating the type of work performed and the actual hours worked at each job classification.

- a. **Trade-related work.**
 - Power line clearance: 1,000 hours = 8 points**
 - Trimmer (residential): 1,000 hours = 4 points**
 - Groundman/logging: 2,000 hours= 1 point**

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Current employee of training Agent = 5 points

- b. General work experience: Letter from employer on company letterhead.**

General construction:	2,000 hours = 1 point
Other:	2,000 hours = 1/2 point

- c. Education related to occupation: Copies of cards and/or certifications.**

ISA Certification	2 points
Laws & Safety	2 points
Rights of Way	2 points
Firefighter RED CARD	5 points
Industry certifications (Tree felling/rigging, etc.)	3 points

- d. High School education: Official Transcript, High School Equivalency or copy of diploma.**

High School diploma	5 points
High School Equivalency	2 points
GPA - 2.0 or above	1 point

- e. Additional schooling: Transcripts (official copy required) or copy of Completion Certificate.**

Industry Trade school (need to specify):	5 points
4 year college degree:	4 points
4 year college degree with Forestry related Major	8 points
2 year college degree	2 points
2 year college degree with Forestry related Major	4 points
Job Corps Forest Program Graduate	2 points

- f. Military/Americorps/Peace Corps: DD214. (8 points max)**

1 year service =	2 points
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- g. Valid Commerical driver license permit**

	4 points
Class B driver license	6 points
Class A driver license	8 points

- 8. Exceptions:**
After completion an application:

 - a. An employee of a non-signatory employer not qualifying as a journey-level worker when an employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.**

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- b. An Individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training**

- c. Applicants applying for the program with non-power line clearance and/or incidental power line clearance OJT experience, will be evaluated by the sponsor and registered in the appropriate step in the program based on standardized testing administered by JATC personnel.**
 - (1) To qualify under this provision, applicants must meet all minimum qualifications.**
 - (2) Pass JATC administered exams with a score of 80% or higher. Applicants who fail the test will not qualify for direct entry and must apply to the program under the entry level process.**

B. Equal Employment Opportunity Plan:

The Committee will encourage employers to ensure that each workplace and training site is free from harassment of any kind.

- 1. Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**

- 2. Participation in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.**

- 3. Cooperation with the local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**

- 4. Internal communication of the sponsor's equal opportunity policy in such a manner as to understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.**

- 5. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.**

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C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

The term of apprenticeship for Tree Trimmer shall not be less than 4000 hours of reasonably continuous employment, including the probationary period. Additional hours may be required due to being held by Committee action or additional time needed for completion of all requirements

V. INITIAL PROBATIONARY PERIOD:

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

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

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

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- C. **All apprentices employed in accordance with the Standards shall be subject to a probationary period not exceeding the first 800 hours of employment as a registered apprentice.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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

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

In order to assure adequate supervision of all apprentices, the following ratio will be observed: maximum of one (1) apprentice to one (1) journey-level worker per job site.

As necessary in response to Training Agent labor demands, a maximum of two (2) apprentices (4th step and 1st step) to one (1) journey level worker per job site shall be allowed. Crew structure will be monitored by weekly roster by the contactor to the JATC for approval.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage

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increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Tree Trimmer

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 0500 hours	75%
2	0501 – 1000 hours	80%
3	1001 – 2000 hours	85%
4	2001 – 4000 hours	90%

VIII. WORK PROCESSES:

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

<u>A. TREE TRIMMER:</u>	<u>Approximate Hours</u>
<ul style="list-style-type: none"> 1. Climbing.....375 (power and hand tools, pruning and trimming, crown reduction, tree removal and rigging) 2. Bucket Work.....775 (power and hand tools, pruning and trimming, crown reduction, tree removal and rigging) 3. Ground Work.....2850 (equipment operation and maintenance, hand tools and rigging, traffic control, bucket and falling) 	4000

Total Hours: 4000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)
Pesticide certification/recertification, 1st Aid/Flagging recertification

Sponsor approved online or distance learning courses (specify)
Apprenticeship training workbooks, International Society of Arborist study materials, Line Clearance Qualification Standards handbook.

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **144** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Twelve-month period from date of registration.*

Defined twelve-month school year: **(insert month)** through **(insert month)**.

Two-thousand hours of on the job training.

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

C. Additional Information:

All apprentices must complete two years of RSI consisting of 1st and 2nd year of classroom training and climb labs as well as required certification courses.

Total Related Supplemental Instruction: 288 hours

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the Sponsor. The program Sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The Sponsor may provide advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All Sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. Sponsor Procedures:
 - a. **Nothing contained within this Standard shall prohibit an employer or their authorized representative from disciplining employees for failure to comply with all state and employer safety rules and policies. Employer/Training Agents are encouraged to provide training in each facet of the occupation according to Section 8, Work Processes. In the event that an employer is unable to follow the schedule, the JATC may transfer the apprentice to assure adequate training.**
 - b. **The Committee will not require apprentices to perform political activities of any sort, including (but not limited to) posting flyers, placing yard signs, working on phone banks, mailing, collecting funds, etc.**
 - c. **A valid driver license will be required by the employer upon obtaining employment. Each apprentice must obtain a Class B commercial driver**

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permit within 90 days of employment and a Commercial Driver License within the first 3000 OJT hours of registration date. Apprentices will be required to provide current driver abstract upon request.

- 1) A first step apprentice must work as a groundman; climbing or working aloft is not allowed.
- 2) Apprenticeship fees are due monthly unless paid in full upon registration. No refunds will be allowed by the Committee.
- 3) Failure to obtain/maintain required licensing (CDL, First Aid and Flagging certifications). Per industry standards and JATC policy, CPR cards must be renewed annually. Failure to maintain these certifications throughout the term of the apprenticeship agreement will result in disciplinary action up to and including termination.
- 4) Failure to maintain a Commercial Driver License (CDL)/Commercial Driver License Permit (CDL Permit) for the duration of the apprenticeship agreement will result in disciplinary action up to and including termination. The apprentice must notify their training agent and the JATC office, within 48 hours of any traffic citation they are issued that may affect their CDL driving privileges. If an apprentice is suspended, temporarily removed from the schedule or terminated from employment due to failure to comply with company policy, the training agent and apprentice will notify the JATC office as soon as possible, but not more than 48 hours after such action.
- 5) Inability to perform any of the minimum qualifications throughout the term of the apprenticeship agreement will result in disciplinary action up to and including termination.

d. Credit for Previous Training

Previous experience will be evaluated and credit awarded by the Committee for advanced standing of a new apprentice in the following manner:

- 1) In the event a previously registered apprentice is registered into this program, and the submitted hours were obtained under different "minimum requirement" for advancement, the applicant will be registered with full credit for hours, but be registered at their prior

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step. Additional hours can be reviewed for credit after 3 months of OJT evaluation.

- 2) Applicants who have not been registered in a like-program, yet who can show documentation of power line tree trimming OJT hours will be placed in the appropriate step in the program based on standardized testing administered by JATC personnel:**

To qualify under this provision applicants must meet the minimum qualifications and:

- i. Pass JATC administered exams with a score of 80% or higher. Applicants who fail to test will not receive credit for previous hours.**

- e. There will be no credit awarded for non-aerial, non-powerline hours.**

- f. Credit for documented Related Training shall be awarded in the following manner:**
 - i. \geq 2000 hours OJT, may challenge 1st year Final in order to begin at 2nd year Related Training level;**

 - ii. $<$ 2000 hours OJT, attend both years of Related Training**

- g. Applicants who have successfully completed a recognized electrical pre-apprenticeship training program will be given credit for 250 ground hours.**

- h. An apprentice who is given credit for previous experience in the trade shall be paid the rate of the period to which such credit advances them.**

Advancement Requirements:

- 1) The Committee will review work records and class attendance on at least a quarterly basis. The Committee may advance, hold, suspend, or cancel apprentice agreements as performance indicates.**

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- 2) The minimum hours required for advancement for each step of the apprenticeship is as follows:

	1ST STEP	2ND STEP	3RD STEP	4TH STEP	Journey Level
Ground	500	250	700	1,400	2,850
Climbing	0	75	100	200	375
Bucket	0	175	200	400	775
Total Hours	500	500	1,000	2,000	4,000

- 3) Advancements are not automatic. Requirements must be met as listed:
- i. Meet the OJT hours required.
 - ii. Meet the school hours required.
 - iii. Have satisfactory employer records.
 - iv. Have all current monthly progress reports submitted.
 - v. Have satisfactory test results from classroom instruction.
 - vi. All apprenticeship accounts with the JATC are paid in full.
 - vii. *All apprentices must obtain a Commercial Driver License within the first 3000 OJT hours of the registration date.*
 - viii. All apprentices must obtain a Commercial Driver License Permit within 90 days of registration date.

i. **Job Dispatch and Transfer**

An apprentice applicant or a registered apprentice must accept a dispatch from the JATC or a transfer (from one job location to another job location) by his/her current employer. Failure to accept dispatch may lead to termination from the program.

When an apprentice is terminated for cause, the Committee will be notified by the employer and the apprentice. The employer shall report the reason(s) for termination. The apprentice will be scheduled to appear at the next scheduled Committee meeting which may result in termination from the program.

j. **Progress Reports**

- 1) Apprentices must complete a Progress Report on a monthly basis utilizing the online reporting system or by mailing your original report to the JATC office - 9817 NE 54th Street, Suite 101,

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Vancouver, WA 98662. Your report must be postmarked no later than the 5th day of the month following the month for which the report is due (e.g., January's Progress Report is due by the 5th of February). Progress reports shall be submitted for months that an apprentice is not working. The apprentice shall write "Not working" on the form and mail to the JATC office as stated above. Faxed progress reports will not be accepted.

- 2) Failure to have progress reports in on time shall be cause for the following action:
 - i. 1st late Progress Report per Step of Advancement: Hours will be recorded and credit awarded; apprentice will be notified by mail that further late reports will not receive credit.
 - ii. 3rd late Progress Report per Step of Advancement: the apprentice will be scheduled to appear before the Committee to show cause why his/her agreement should not be canceled.
- 3) Progress reports must be signed by the apprentice and the Crew Foreman or the General Foreman. In the event the General Foreman and Crew Foreman are unavailable, the apprentice shall submit the Progress Report as required; a copy will be returned to the apprentice for necessary signatures. Reported hours will be recorded, but not credited until signatures are received in the office.
- 4) Written reports regarding job site performance or apprentice conduct will be investigated by the Coordinator, who will review the circumstances and outline corrective steps and/or the apprentice will be cited to appear before the Committee and will be subject to disciplinary action up to and including cancelation of their apprenticeship agreement.

k. School & Work Attendance

Apprentices who are under the direct supervision of a medical professional, and are unable to perform the OJT duties of their current step, must have a release from the medical professional indicated they can attend and perform all classroom and lab requirements. Failure to provide said release may result in suspension from RSI until they have a full release for OJT and RSI.

- 1) Every apprentice is required to complete 1st and 2nd year of related training curriculum. Classes are held on alternate Saturdays, or as scheduled during the regular school year.

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Apprentices are required to:

Call Instructor if late for class. Failure to contact the instructor will result in an unexcused absence from class.

Apprentices are required to notify Instructor prior to start of class in the event an early dismissal is requested. Failure to do so will result in an unexcused absence.

- 2) Apprentices are expected to attend every session of school. Excused absences must be documented and must be presented to the JATC office within 30 days and are subject to Committee review.**

Excused absences may be allowed for:

Verifiable medical excuse.

Trips and/or vacations by prior approval of the Training Coordinator or Director.

Death in immediate family (verified).

- 3) Non-excused class absences are not tolerated. For the 1st non-excused absence, the apprentice shall be subject to a 30-day hold on advancement. For the second non-excused absence, the apprentice will receive an additional 30-day hold on advancement, and be scheduled to appear before the Committee or Sub-committee at their next scheduled meeting and may result in termination.**
- 4) Class work missed due to any type of absence or inability to participate shall be completed by the apprentice as directed by the instructor or JATC staff. Knot/Climb labs will not be made up unless the apprentice can provide mitigating circumstances beyond their control to the Committee.**
- 5) All apprentices are required to be punctual at work and school, and complete the yearly course curriculum with a minimum average of 80%.**
- 6) Being under the influence or in possession of alcohol, drugs, controlled substances or weapons will not be allowed on any training site. Anyone violating this rule will be immediately removed from class/lab, with an unexcused absence and will be cited to appear before the Committee for disciplinary action up to and including cancellation of their apprenticeship agreement.**
- 7) Apprentices will be removed from RSI and OJT and cited to appear before the Committee for disciplinary action up to and including cancellation for, but not limited to, the following examples:**

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**Substandard performance
Indifference to these Standards
Insubordination
Offensive language
Distracting, demeaning or violent behavior
Unsafe conduct
Failure to follow direction
Disruptive or disrespectful conduct
The creation of a hostile or intimidating work environment**

i. Proper Dress

- 1) Apparel ornaments, or jewelry that could be cause for a hazardous working condition shall not be worn during working hours.**
- 2) Apprentices will dress for work and school in an appropriate and professional manner.**

m. Complaint Resolution Procedure

- 1) An employer or apprentice who has a dispute with the Committee must proceed as follows:
 - i. Reduce the grievance/concern to writing and submit it to the apprenticeship office no later than ten (10) calendar days before the next scheduled Committee meeting date for placement on the agenda.**
 - ii. Attend the meeting and attempt a resolution of the dispute.**
 - iii. The outcome will be communicated in writing to the apprentice and/or employer, and the Washington Department of Labor and Industries, Apprenticeship Division within (5) calendar days of the JATC meeting.****
- 2) Appeals to non-disciplinary decisions made by the JATC must be made in writing, by the apprentice or employer involved, no later than (10) days before the next scheduled meeting Committee meeting.**
- 3) Appeals to decisions made by the Committee may be made in writing to the Washington Department of Labor and Industries, Apprenticeship Section, PO Box 44530, Olympia, WA 98504-4530.**

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- 4) **Applicants or apprentices who feel that they have been discriminated against on the basis of race, color, religion, nation origin, or sex with regard to apprenticeship, or that the equal opportunity standards with respect to his or her selection have not been followed may follow the procedures outlined in WAC 296-05.**

n. **Cancellation**

- 1) **Cancellation may occur at the request of the apprentice at anytime.**
- 2) **Cancellation by the Committee can occur without a defined reason during an apprentice's initial probationary period.**
- 3) **Cancellation by the Committee after an apprentice's probationary period must be for cause with a reasonable opportunity for correction allowed when circumstances warrant it. Apprenticeship agreements can be canceled for such causes as:**
 - i. **Violations of these standards, or refusal to sign required paperwork.**
 - ii. **Not accepting a job dispatch or transfer.**
 - iii. **Excessive lateness or absenteeism from apprenticeship school.**
 - iv. **Failure to maintain the desired level in school.**
 - v. **Not showing up or being late for work.**
 - vi. **Lack of satisfactory job performance from employer reports.**
 - vii. **Irresponsible act, falsification, cheating, or severe attitude problems.**
 - viii. **Repeated or continuous job and/or school problems (e.g., disruption of class).**
 - ix. **Using alcohol or controlled substances on school property or job site**
 - x. **Apprentices who have been suspended for a period of one year or more for a medical condition.**

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- 4) **An apprentice that has had their apprenticeship agreement cancelled for disciplinary reason may not reapply for a period of one (1) year from the date of their cancellation.**

Apprentices who have been terminated from the program for cause a second time will not be eligible to reapply.

Local Apprenticeship Committee Policies

Personal Records & Files

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

Accident Reporting

Training Agents employing a JATC Apprentice are required to notify the Training Director of any accident/incident resulting in an, OSHA recordable, primary circuit interruption, or any other significant event, requiring an employer and or OSHA investigation, where an apprentice is part of the crew compliment, or that result in the reclassification of the apprentices' work to "light duty".

Results of the investigation and, notification, will be provided to the JATC, and the Local Union Representative in the jurisdiction in which the event occurred, in a timely manner. The JATC, and Local Union, reserves the right to attend any such investigation.

Should the Training agent fail to take necessary corrective measures, the Committee may suspend or remove the training privileges of the Training Agent until such time as corrective actions have been made.

B. Disciplinary Procedures

1. The obligations of the Sponsor when taking disciplinary action are as follows:
 - a. The Sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The Sponsor will inform all apprentices of their rights and responsibilities per these Standards.
 - b. The Sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.

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- c. The Sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the Sponsor will become effective immediately.
2. The Sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The Sponsor has the following disciplinary procedures to adopt:
- a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the Sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or Sponsor. [WAC 296-05-003].

3. Sponsor Disciplinary Procedures:

None

C. Apprentice Complaint Procedures:

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

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sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.

5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

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

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The Sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The Sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the

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apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, Sponsors must develop procedures for:

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

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved Standards.

B. Program Operations:

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

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

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

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:

- a. Apprenticeship Agreements – within first 30 days of employment
- b. Authorization of Signature forms - as necessary
- c. Approved Training Agent Agreements– within 30 days of sponsor action
- d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
- e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
- f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
- g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
- h. On-the-Job Work Hours Reports (bi-annual)

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1st half: January through June, by July 30

2nd half: July through December, by January 31

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator

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

C. Management of Apprentices:

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

2. The Sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation

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

D. Training Agent Management:

1. The Sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The Sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The Sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these Standards. The

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Sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these Standards.

3. The Sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the Sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The Sponsor must also provide the following information:

- a. **Quorum: A quorum shall consist of two management and two union committee members.**
- b. Program type administered by the committee: **Group Joint**

It is the goal of the Power Line Clearance and Tree Trimming Joint Apprenticeship and Training Committee (JATC) to train qualified journey-level tree trimmers. Apprentices assist in the attainment of this goal by having pride in their job, pride in their schooling, and pride in their industry.

The JATC is composed of an equal number of union and management representatives. The JATC shall meet at least quarterly every year.

- c. The employer representatives shall be:

**Jeff McCormick, Secretary
Davey Tree
PO Box 5015
Livermore, CA 94551-5048**

**Gary Johnson
Kemp West
3625 Bickford Ave
Snohomish, WA 98290**

**Jeff Fritz
Asplundh
42 West Point Dr
Longview, WA 98632**

**Gavin Thompson
Wright Tree Service
32899 Camas Swale Rd
Creswell, OR 97426**

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**Steve Blum, Alternate
Asplundh
20004 114th Ave NE
Woodinville, WA 98072**

**Jon Rasley, Alternate
Tree Inc.
51 Cranbrook Lane
Walla Walla, WA 99362**

d. The employee representatives shall be:

**Alice Phillips, Chair
IBEW Local 483
3525 S Alder Street
Tacoma, WA 98409**

**Teri Kannor
IBEW Local 77
PO Box 12129
Seattle, WA 98102**

**Don McElroy
IBEW Local 659
4480 Rogue Valley Hwy Suite 3
Central Point, OR 97502**

**Thomas Lux
IBEW Local 125
17200 NE Sacramento
Portland, OR 97230**

**Bryon Allen, Alternate
IBEW Local 483
3525 S Alder Street
Tacoma, WA 98409**

**James Davidson, Alternate
IBEW Local 659
4480 Rogue Valley Hwy Suite 3
Central Point, OR 97502**

F. Plant programs

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

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

None

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

None

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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.

**Terry Lowen, Director
NW Line JATC
9817 NE 54th Street, Suite 101
Vancouver, WA 98662**