



**APPRENTICESHIP PROGRAM STANDARDS**  
**adopted by**

**AJAC – LOGISTICS & OPERATIONS APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
<b>LOGISTICS SPECIALIST</b>	<b>43-5011.00</b>	<b>3,000 HOURS</b>
<b>OPERATIONS SPECIALIST</b>	<b>43-5061.00</b>	<b>3,000 HOURS</b>



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

**APPROVAL:**

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By: MARK RIKER  
Chair of Council

By: CELESTE MONAHAN  
Secretary of Council

# AJAC – LOGISTICS & OPERATIONS APPRENTICESHIP COMMITTEE

## INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

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 these 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 (Required):

**The advanced manufacturing industry, with over 6,000 companies in several different industries, including the aerospace industry, with approximately 1,300+ aerospace-related**

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companies, is a significant economic driver in Washington State. Apprenticeship training programs are necessary to maintain and improve skill levels of this workforce and are critical to the continued health and growth of this industry. The AJAC – Logistics & Operations Apprenticeship Committee (hereafter referred to as Apprenticeship Committee throughout these standards) will help guarantee high skill levels in this rapidly expanding area of aerospace and advanced manufacturing logistics & operations.

### **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, Oregon and Idaho.**

**Applicants and apprentices please note that, while the State of Washington has no responsibility or authority in the States of Oregon and Idaho, the Apprenticeship Committee will apply the same standards and guidelines to apprentices registered in the program while working outside of the State of Washington.**

### **II. MINIMUM QUALIFICATIONS:**

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

Age: **At least 17 years old for all other occupations covered in these standards.**

Education: **All occupations unless otherwise noted:**

**Evidence of English and Math proficiency equivalent to College Math and English 90. Evidence may include:**

- a. High School graduate or equivalent or working toward high school graduation or equivalent; or**
- b. Completion of the World of Work Inventory (WOWI) assessment with a minimum score of 27.78 in numerical and 34.95 in verbal (or equivalent assessment that has cut scores normed to Math 90 and English 90 in the state of WA); or**
- c. Transcript from an accredited college showing passing scores in Math and English 90 or above.**

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Physical: **Able to perform the physical requirements of the occupation, with or without reasonable accommodation.**

Testing: **None**

Other: **N/A**

### **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:**

**The procedures for application to a registered Apprenticeship Committee apprenticeship program that have been adopted by and are in compliance with the Washington State Apprenticeship and Training Council (WSATC) rules and regulations are as follows:**

- 1. Persons desiring to become a registered apprentice under the Apprenticeship Committee must first be employed by an employer that is an Approved Training Agent for the Apprenticeship Committee. The applicants are to be selected by the individual employers in accordance with customary and established policies. The Apprenticeship Committee does not serve as a referral agency, or training agent, for apprenticeship applicants, but may assist employers in finding potential apprentices for their pool of candidates. The Apprenticeship Committee strives to increase the numbers of women and minorities in the aerospace and advanced manufacturing trades and encourages employers and Approved Training Agents to hire women and minorities with the goal of developing their skills through apprenticeship.**
- 2. Persons selected by an Approved Training Agent, and who provide verification of the minimum qualifications, can apply to the Apprenticeship Committee to participate in the apprenticeship program. Applicants will be informed of their rights and responsibilities, under the standards of apprenticeship established for the occupation, and then required to sign an apprenticeship agreement and associated documents.**

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- 3. Prior to becoming an Approved Training Agent for the Apprenticeship Committee, employers shall sign an agreement that they will comply with the State of Washington Equal Employment Opportunity Plan. When the agreement, which is furnished by the WSATC, has been executed by the individual employers, the Apprenticeship Committee will forward a copy to the Department of Labor and Industries, Apprenticeship Section.**

### B. Equal Employment Opportunity Plan:

**It is the mission of the Apprenticeship Committee that the training of apprentices shall be without discrimination. The Apprenticeship Committee is committed to Equal Employment Opportunity (EEO) to all people regardless of race, color, national origin, sex, religion, sexual orientation, disability, veteran status, or as otherwise specified by law.**

**The Apprenticeship Committee will take the following affirmative actions:**

- 1. Cooperate and counsel with K-12, secondary, vocational, community and technical schools concerning the needs of the industry and how students transition from school to an apprenticeship program.**
- 2. Deliver presentations designed to familiarize youth and other interested persons with apprenticeship opportunities.**
- 3. Encourage women, minorities, veterans, and person with disabilities to meet apprenticeship minimum qualifications by connecting them with training opportunities, classes, employers and agencies that provide support services.**
- 4. Promote the Apprenticeship Committee through distribution of program literature and on apprenticeship websites.**

### 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].

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**The term of apprenticeship of the Logistics Specialist and the Operations Specialist apprenticeship programs will be 3,000 hours of reasonably continuous employment.**

### **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 in their initial probationary period.

**The Initial Probationary Period for the Logistics Specialist and the Operations Specialist is the first 600 hours of employment as an apprentice.**

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

Supervision is the necessary education, assistance, and control provided by a journey-level employee 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

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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:

**The ratio of journey-level worker(s) to apprentice(s) for all occupations covered under these standards will be at least one (1) journey-level worker for every one (1) apprentice at each employer location/plant where an apprentice is working in on-the-job training.”**

**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 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. Wage Progression Schedules

**Logistics Specialist and Operations Specialist**

Step	Hour Range or competency step	Percentage of journey-level wage rate
<b>1</b>	<b>0000 – 1000 hours</b>	<b>85%</b>
<b>2</b>	<b>1001 – 2000 hours</b>	<b>90%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>95%</b>

**Plus, applicable fringe benefits**

**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.

1. All minors are prohibited from performing any and all work in active construction zones and construction sites as defined in [WAC 296-155-012](#).
2. Minors apprentices can qualify for an exemption to work in [occupations prohibited by WAC 296-125-030](#). However, employers [need to apply for the exemption](#) as laid out in the [Student Learner Exemption for Worksite Learning and Apprenticeships in Certain Hazardous Work \(ES.C.11\)](#) Limited variances may be allowed for hazardous activities including but not limited to:
  - Power-driven woodworking machines/tools
  - Power-driven metal-forming, punching and shearing machines
  - Slaughtering, meat packing, processing, or rendering
  - Power-driven paper-product machines
  - Power-driven circular saws, band saws, and guillotine shears
  - All roofing work
  - Excavations
  - Occupations involving firefighting and fire suppression duties

See [WAC 296-125-030](#) for complete rules.

There are additional work activities restricted under separate Washington State law that also need to be included on the variance form, if applicable:

- Work that may require use of hearing protection under the DOSH Hearing Conservation Standard (i.e. at or above 85 dBA), [WAC 296-125-030\(22\)](#)
- Work that may involve exposure to bloodborne pathogens under the DOSH Bloodborne Pathogens standard, [WAC 296-125-030\(24\)](#)
- Work that may involve exposure to hazardous chemicals or substances under the DOSH Hazard Communication Standard, [WAC 296-125-030\(25\)](#)

When minors are employed as apprentices, the following rules will apply:

1. The requirement of direct and close supervision for hazardous and otherwise prohibited work is met when there is one journey-level worker working with the first apprentice/student learner on-site and at least three journeymen or



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experienced adults working alongside each additional apprentice/student learner.

2. The sponsor and training agent will obtain and maintain all necessary documents, permits, variances and licenses required when employing minors.
3. The sponsor and training agent will coordinate with L&I’s Teen Safety Department to develop an Employer Facility Safety Checklist prior to apprentice placement.
4. Safety Training applicable to the industry/occupation will be provided to minors prior to employment placement. It shall include industry/employer approved or required safety training, and shall meet or exceed WISHA standards.
5. Personal Protective Equipment (PPE) required within the industry/occupation for tasks being performed shall be provided by the employer.

**A. Logistics Specialist Approximate Hours/Competency Level**

1. Inventory & production management, coordinates flow of inventory and helps assess production output and needs, data collection and entry into production management software or ERP system to aid in traceability, requisitioning, controlling, and maintaining supplies and equipment, sorting and distributing all inventory.....1000
2. Performs distribution & logistics operations, processing and dispatching inventory to necessary internal and external stakeholders, prepares and maintains shipping and handling records and reports.....800
3. Directs storage & warehousing operations, directing the routing and transportation of products/goods to customers, maintains security for registered, certified, and other special classes of mail/products, maintains inventory databases for material stocked in warehouses and storerooms.....800
4. Internal & external customer service, managing and operating relationships with post offices and internal/external relationships with shipping companies, works with vendors, customers, delivery services, production office, line staff to control and manage flow and inventory.....200
5. Supports continuous improvement programs, ensures LEAN principals, 6 Sigma, and other process improvement tools are being developed, implemented, and used to cut waste.....200

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**Total Hours: 3000**

The above schedule of practical work experience is designed as a guide. The Apprentice shall be instructed and trained in all operations and methods customarily used in their trade. Each shop will adhere to as closely as facilities will permit and as approved by the Apprenticeship Committee. Retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training in the process. Refer to the apprentice work progress record for additional information related to specific work processes.

<b><u>B. Operations Specialist</u></b>	<b><u>Approximate Hours/Competency Level</u></b>
1. Monitors and builds daily production goals, coordinates production and operational outcomes.....	1000
2. Conducts continuous improvement meetings and projects, resolves in-line conflicts, troubleshooting, and operations.....	800
3. Directs and aids line production staff in daily tasks, enforces shop health and safety programs, conducts stand-up line meetings, coordinates projects, flow, and productivity activities.....	600
4. Performs operational trainings on production equipment, creates promotes, and trains others on the use of SOPs, equipment job aids, and production orders.....	300
5. Supports internal and external quality assurance programs, ensures proper inspection techniques are conducted properly, helps build and adjust internal quality assurance processes and procedures.....	300
	<b>Total Hours.....3000</b>

The above schedule of practical work experience is designed as a guide. The Apprentice shall be instructed and trained in all operations and methods customarily used in their trade. Each shop will adhere to as closely as facilities will permit and as approved by the Apprenticeship Committee. Retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training in the process. Refer to the apprentice work progress record for additional information related to specific work processes.

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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):

**Would include but are not limited to:**

- **OSHA 10**
- **CPR/First Aid**

Sponsor approved online or distance learning courses (specify):

**Would include but are not limited to: Tooling U, Canvas, EnGen, NIMS, etc.**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

**Off-site Contract Training**

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: **(September)** through **(August)**.

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:

1. **Each apprentice must enroll in and attend classes in related instruction as prescribed by the Apprenticeship Committee. The apprentice will be responsible for payment for their classes, subject to their employer's tuition reimbursement policy.**
2. **Adequate safety instruction will be provided, emphasized, and reinforced in all aspects of Related Supplemental Instruction even if the syllabus does not explicitly list safety as a topic.**
3. **It is recommended that to advance to the journey level of their occupation, the apprentice provide a copy of a valid and current Industrial First Aid and CPR card.**
4. **Apprentices are responsible for acquiring their own textbooks, which are required for the class.**
5. **All apprentices will be provided with a minimum of 144 hours of RSI per year, up to a total of:**
  - a) **250 hours of RSI over the course of their apprenticeship for the Logistics Specialist apprentices.**
  - b) **300 hours of RSI over the course of their apprenticeship for the Operations Specialist apprentices.**

## 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 for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related

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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:

**The term “Program staff” are AJAC staff who are authorized to perform a variety of administrative and other duties to assist and support the Apprenticeship Committee, and at times work directly with apprentices. The term “Apprenticeship Coordinator” shall mean the Training Director or designee.**

- a. **During the term of apprenticeship, the apprentice shall be given such instruction during RSI and experience during structured on-the-job (OJT) to develop the skills and knowledge necessary for advancement on the job and proficiency in their occupation.**
- b. **Apprentices registered while working toward a high school diploma or equivalent must successfully obtain a high school diploma or credential verifying the equivalent within six months of entering the apprenticeship program and provide verification of completion to Program Staff.**
- c. **Credit for Previous Experience or Early Completion:**
  - 1) **An apprentice who has previous industry-related work experience may request credit for previous experience. The apprentice must provide documentation to verify their industry-related experience.**
  - 2) **To be considered, the apprentice must compete and submit to the Program staff the Credit for Previous Experience/Education packet. It is the responsibility of the apprentice to work with Program staff to submit their proper paperwork and any additional requested information prior to consideration by the Apprenticeship Committee.**
  - 3) **The decision of whether to grant the apprentice credit for previous experience and at what step, or to grant credit for early completion, will be made in a fair and equitable manner by the Apprenticeship Committee.**
  - 4) **There is a maximum credit of 25% towards the term of apprenticeship except for apprentices transferring into or registered to new occupations where more than 25% equivalency can be demonstrated.**
- d. **Credit for Previous Education/Challenge of Curriculum (RSI Only):**
  - 1) **An apprentice who has previous industry-related education may request credit for previous education and/or challenge RSI curriculum. An apprentice request for credit for previous education and/or challenge of**

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**RSI curriculum cannot exceed 25% of the total RSI program course except for apprentices transferring or starting new occupations where more than 25% equivalency can be demonstrated.**

- 2) Apprentices are responsible for any associated fees for credit granted for previous education to include tuition fees for credit. Apprentices are responsible for any associated fees for challenging RSI curriculum to include but not limited to cost to proctor exam and associated tuition fees.**
  - 3) To be considered for credit for previous education, apprentices must have successfully completed post-secondary level class(es) in the related subject, have a passing grade of 75% or higher and submit a completed Credit for Previous Experience/Education packet to Program staff.**
  - 4) An apprentice may request to challenge RSI curriculum if they have successfully completed port-secondary level class(es) in a related subject within (5) years prior OR if they have previous work-related industry experience and submit a completed Credit for Previous Experience/Education packet to Program staff.**
  - 5) It is the responsibility of the apprentice to provide documentation verifying their education with Program staff and to submit any additional requested information prior to consideration by the Apprenticeship Committee.**
  - 6) The decision of whether to grant the apprentice credit for previous education will be made in a fair and equitable manner by the Apprenticeship Committee for challenge to RSI curriculum (only scores of 75% or higher on the challenge RSI exam will be considered for program credit).**
- e. Related/Supplemental Instruction:**
- 1) All classes start and terminate at a date and time set forth by the Apprenticeship Coordinator or Program staff.**
  - 2) Apprentices who violate any safety and health policies set forth by any participating school or toward any Program staff, engage in behavior that disrupts related instruction, or return from break having used alcohol or drugs, may be removed from class, and will be reported as soon as possible to the Apprenticeship Coordinator. The Apprenticeship Coordinator will attempt to either resolve the issue immediately or advance the issue to the Apprenticeship Committee.**
  - 3) Absences require class time to be made up at a rate of one (1) hour for every one (1) hour missed up to a maximum of twelve (12) hours of missed class time per course.**

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- a) **An apprentice, who fails to make up hour-for-hour of missed classes or who misses more than twelve (12) hours of class time per course, will be called before the Apprenticeship Committee for disciplinary action.**
  - b) **Special circumstances will be reviewed by the Apprenticeship Coordinator and advanced to the Apprenticeship Committee at the discretion of the Apprenticeship Coordinator.**
- 4) **Apprentices who receive an incomplete grade must submit all required assignments by the end of the following quarter. Those who fail to do so will be notified to appear before the Apprenticeship Committee for disciplinary action.**

### **f. Failure of Classes:**

- 1) **Apprentices must pass each class with a grade equivalent to at least 75%. The employer of an apprentice who fails to pass a class may receive a written notice of the apprentice's unsatisfactory progress.**
- 2) **Apprentices who fail to receive at least 75% in any quarter must arrange, within one (1) week of receiving the failing grade, to meet with the Apprenticeship Coordinator to develop an RSI plan to makeup the course:**

**The RSI plan will establish the conditions whereby the apprentice will make up the failed classes within a predetermined period of time, not to exceed one year.**

- 3) **Apprentices who fail to complete a makeup class within the allotted time will be called before the Apprenticeship Committee for disciplinary action.**
- 4) **An apprentice who fails to receive at least 75% in any two (2) quarters during his/her apprenticeship will be notified to appear before the Apprenticeship Committee for disciplinary action and to develop an RSI recovery plan.**

### **g. Hours Reporting:**

- 1) **Apprentice shall submit monthly work progress hours by the fifteenth (15th) day of the following month. It is the responsibility of the apprentice to enter their hours into the online AJAC Apprenticeship Tracking System (ATS) or through the AJAC app:**
  - a) **Overtime, Sick Leave and Paid Time Off hours do not count towards hours required to complete the program.**

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- b) **Apprentices may not submit more than 40 straight time hours per week and no more than 2,080 hours per year, towards the required hours for completion with a maximum of 184 hours per month.**
    - c) **Apprentices are encouraged to keep a hardcopy record of all work progress reports as a backup to the ATS and the AJAC app.**
  - 2) **If the ATS or AJAC app is not available, then the apprentice must make a copy of the work progress report and submit the original signed work progress report to the Apprenticeship Coordinator by:**
    - a) **US Mail**
    - b) **Fax**
    - c) **DocuSign or**
    - d) **Email directly to the Apprenticeship Coordinator or designee.**
  - 3) **If an apprentice has more than one month of unreported hours, they may be called before the Apprenticeship Coordinator to develop a plan to report delinquent hours.**
  - 4) **Apprentices may be granted a one month extension by the Apprenticeship Coordinator or designee to submit unreported hours; however, if the apprentice fails to submit unreported hours within that extension period, they will be called before the Apprenticeship Committee for possible disciplinary actions, which may include forfeiture of unreported hours, suspension or cancellation of the Apprenticeship Agreement.**
  - 5) **Employers may dispute hours reported that do not match actual hours worked, or that include overtime, Sick Leave or Paid Time Off. The apprentice must correct and resubmit the hours report.**
    - a) **After an employer confirms hours, Program staff will decline hours that exceed 40 straight time hours per week or hours that exceed 184 hours per month. The apprentice must correct and resubmit the hours report.**
    - b) **Apprentices who fail to correct disputed or declined hours within 60 days may be called before the Apprenticeship Committee for possible disciplinary actions, which may include forfeiture of unreported hours, suspension, or cancellation of the Apprenticeship Agreement.**
  - 6) **Apprentices must maintain employment with an Approved Training Agent to remain active in the apprenticeship program. Apprentices who have been separated from their employer, may complete the RSI quarter they are currently enrolled in and receive credit towards completion of that portion of the RSI provided they pass the class.**



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- a) **Apprentices who fail to obtain employment with an Approved Training Agent within six months of separation from employment with an Approved Training Agent, will be cited to appear before the Apprenticeship Committee for disciplinary actions which may include suspension or cancellation of the apprenticeship agreement.**
- b) **Apprentices placed in suspension may be reactivated in the apprenticeship program at the discretion of the Apprenticeship Committee with employer approval of the reactivation.**

### 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.
  - 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.

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- 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:

**When violations of these Standards by apprentices and/or a Training Agent occurs, they will be acted upon by the Apprenticeship Coordinator and/or the Apprenticeship Committee as outlined below.**

- a. **The Apprenticeship Coordinator will first and always attempt to resolve problems informally by communicating with all parties concerned.**
- b. **If a hearing by the Apprenticeship Committee is required, apprentices shall be notified via email at least twenty (20) days prior to the hearing with notification letter attached informing the apprentice of the alleged charges, Standards section(s) violated, and a range of penalties which may be imposed.**
- c. **If an apprentice fails to appear before the Apprenticeship Committee when notified, the Apprenticeship Committee may discipline the apprentice in their absence.**
- d. **Following the hearing, the Apprenticeship Committee will make its decision based solely upon the most credible evidence submitted at the hearing and reduced to writing.**
- e. **Apprentices will be notified in writing of the decision of the Apprenticeship Committee by email with notification letter attached within ten (10) business days.**

### 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 sponsor within 30 calendar

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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 apprenticeship program. Administrators and/or committee members must be knowledgeable

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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)
  - 1st half: January through June, by July 30
  - 2nd half: July through December, by January 31

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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
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.

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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 written requested document/s 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 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.

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- 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: **(Two (2) members of the Committee, one (1) from the employee and one (1) from employer shall be a quorum for the transaction of business. Each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.**
  - b. Program type administered by the committee: **Group Non-Joint**
  - c. The employer representatives shall be:

**Matt Poischbeg, Chair**  
**P.O. Box 80727**  
**Seattle, WA 98108**

**Beau Main**  
**P.O. Box 80727**  
**Seattle, WA 98108**

**Diane Haensel, (Alternate)**  
**P.O. Box 80727**  
**Seattle, WA 98108**

- d. The employee representatives shall be:

**Joshua Sweeton, Secretary**  
**P.O. Box 80727**  
**Seattle, WA 98108**

**Marsha Poischbeg**  
**P.O. Box 80727**  
**Seattle, WA 98108**

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:

N/A

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### **XII. SUBCOMMITTEE:**

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

### **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.

**Demetria Lynn Strickland,  
Apprenticeship Coordinator  
P.O. Box 80727  
Seattle, WA 98108**