



Seattle Area Pipe Trades  
APPRENTICESHIP

# Apprenticeship Handbook



2<sup>nd</sup> Edition | 2018-2019



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**DISCLAIMER**

The procedures and policies set forth in this Handbook are subject to revision.

## INTRODUCTION

### ABOUT SEATTLE AREA PIPE TRADES APPRENTICESHIP

The Seattle Area Pipe Trades Apprenticeship (SAPT) was formed in 1939 as a joint labor-management program between United Association Local 32 and the Mechanical Contractors Association of Western Washington. The Seattle Area Journeyman and Apprenticeship Training Committee (JATC) oversees apprenticeship training. Five subcommittees support the JATC with specific curricular review and recommendations. The Board of Trustees (Trustees) oversees fiscal decisions and accountability for the apprenticeship. The JATC, its subcommittees and the Board of Trustees memberships are equally represented by labor and management.

SAPT is a state-registered organization, and its program standards are approved and regulated by the Washington State Apprenticeship Training Council. There are five apprenticeship pathways in the Seattle Area Pipe Trades:

- Commercial Plumbers
- Heating, Ventilation & Air Conditioning (HVAC) – Refrigeration
- Marine Pipefitters
- Residential Plumbers
- Steamfitters

There is a competitive process to be selected for an apprenticeship slot. Apprenticeship combines on-the-job experience and college-level courses. SAPT expects all apprentices to uphold the UA Standards of Excellence, and to follow program policies. Apprentices who follow these rules will enjoy a long career with UA Local 32, and will become leaders in their work and communities.

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## ABOUT UNITED ASSOCIATION LOCAL 32



United Association Local 32-Seattle was chartered by the United Association of Journeyman and Apprentices of the Plumbing and Pipefitting Industry in August, 1889 – approximately one month before

Washington was granted statehood. In 2015, United Association Local 32 enjoyed its 125th Anniversary. It is one of over 400 UA Locals in the United States and Canada. There are over 300,000 members representing pipe trades professions between the two countries; currently, there are over 3,300 members in UA Local 32. Local 32 provides excellent resources and information to its members. Their website is [www.ualocal32.org](http://www.ualocal32.org).

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## ABOUT MECHANICAL CONTRACTORS ASSOCIATION OF WESTERN WASHINGTON

The Mechanical Contractors Association of Western Washington (MCAWW) represents the most competent, professional and



cutting-edge mechanical contractors in the nation. It provides its members with quality education, as well as support and assistance with labor negotiations, safety and legislative issues and Code interpretation. MCA member firms employ the highly skilled and trained workforce of the United Association of Plumbers & Pipefitters. There are currently over 100 firms represented by MCAWW.

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## LABOR/MANAGEMENT AGREEMENT

United Association Local 32 and the Mechanical Contractors Association of Western Washington negotiate a collective bargaining agreement. This agreement defines the wages, benefits, training and working conditions of all UA Local 32 members. Apprentices should become familiar with this agreement. A copy of the current Labor/Management Agreement can be obtained from the UA Local 32 Office.

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## UA CONSTITUTION

The UA Constitution was first adopted in October 1889, and has been revised 39 times in the document's history. A constitution is the fundamental, unifying principles or established precedents by which an organization acknowledges itself to be governed. A copy of the most current UA Constitution can be obtained from the UA Local 32 Office.

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## UA STANDARDS FOR EXCELLENCE

The UA Standards of Excellence are commitments made by Labor and Management to ensure the Agreement can be successfully executed. They are explained in the Labor/Management Agreement and printed here:

## MEMBER AND LOCAL UNION RESPONSIBILITIES

To ensure the UA Standard for Excellence platform meets and maintains its goals, the Local Union Business Manager, in partnership with his implementation team, including shop stewards and the local membership, shall ensure all members:

- Meet their responsibilities to the Employer and their fellow workers by arriving on the job ready to work, every day, on time. (Absenteeism and tardiness will not be tolerated.)
- Adhere to the contractual starting and quitting times, including lunch and break periods. (Personal cell phones will not be used during the workday with the exception of lunch and break periods.)
- Meet their responsibility as highly skilled craft workers by providing the required tools as stipulated under the local Collective Bargaining Agreement while respecting those tools and equipment supplied by the Employer.
- Use and promote the local union and international training and certification systems to the membership

so they may continue on the road of lifelong learning, thus ensuring UA craft workers are the most highly trained and sought after workers.

- Meet their responsibility to be fit for duty, ensuring a zero tolerance policy for substance abuse is strictly met.
- Be productive and keep inactive time to a minimum.
- Meet their contractual responsibility to eliminate disruptions on the job and safely work towards the on-time completion of the project in an auspicious manner.
- Respect the customer's property. (Waste and property destruction, such as graffiti, will not be tolerated.)
- Respect the UA, the customer, client, and contractor by dressing in a manner appropriate for our highly skilled and professional craft. (Offensive words and symbols on clothing and buttons are not acceptable.)
- Respect and obey Employer and customer rules and policies.
- Follow safe, reasonable, and legitimate management directives.

## EMPLOYER AND MANAGEMENT RESPONSIBILITIES

MCAA/MSCA, PFI, NCPWB, PCA, UAC and NFSA and their signatory contractors have the responsibility to manage their jobs effectively and, as such, have the following responsibilities under the UA Standard for Excellence.

- Replace and return to the referral hall ineffective superintendents, general foremen, foremen, journey workers, and apprentices.
- Provide worker recognition for a job well done.
- Ensure that all necessary tools and equipment are readily available to Employees.
- Minimize workers' downtime by ensuring blueprints, specifications, job layout instructions, and material are readily available in a timely manner.

- Provide proper storage for contractor and Employee tools.
- Provide the necessary leadership and problem-solving skills to jobsite supervision.
- Ensure jobsite leadership takes the necessary ownership of mistakes created by management decisions.
- Encourage Employees but, if necessary, be fair and consistent with discipline.
- Create and maintain a safe work environment by providing site specific training, proper equipment, and following occupational health and safety guidelines.
- Promote and support continued education and training for Employees while encouraging career building skills.
- Employ an adequate number of properly trained Employees to efficiently perform the work in a safe manner, while limiting the number of Employees to the work at hand, thereby providing the customer with a key performance indicator of the value of the UA Standard for Excellence.
- Treat all Employees in a respectful and dignified manner, acknowledging their contributions to a successful project.
- Cooperate and communicate with the job steward.

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#### REGISTERED TRAINING STANDARDS

The Seattle Area Pipe Trades Apprenticeship is a state-registered organization. Its training standards are routinely reviewed and approved by the Washington State Apprenticeship Training Council. A copy of the most current standards can be obtained at [www.LNI.wa.gov/apprenticeship](http://www.LNI.wa.gov/apprenticeship).

## TRUSTEES

Frank W. Leonard, Chair of the Board of Trustees,  
Representing Management

Ed Kommers, Representing Management

Stacy Johnson, Representing Management

Steve Lemay, Representing Labor

Jack Baker, Representing Labor

Dan Jensen, Representing Labor

## JATC MEMBERS

Ed Holmes, Representing Labor

Joel Crabtree, Representing Labor

Jason Hewitt, Representing Labor

Mike Kunkel, Representing Labor

Robert Shaw, Representing Labor

Anthony Frazier, Representing Labor, Alternate

Stacy Johnson, Representing Management

Jennifer Koch, Representing Management

Pat Damitio, Representing Management

Donnie Gilmore, Representing Management

Jeff White, Representing Management

Robin Cowper, Representing Management, Alternate

## ADMINISTRATION

SAPT is supervised by a Training Coordinator, who is supported by an Assistant Training Coordinator and office and custodial staff. Currently, there are six full-time Apprenticeship Instructors, one full-time Veterans In Piping instructor, and over 50 part-time instructors who teach evening and weekend apprentice and journeymen classes.

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## CONTACT INFORMATION

### **Seattle Area Pipe Trades Apprenticeship (Education Center)**

595 Monster Road SW, Suite 100 | Renton, WA 98057

425.271.5900 Main Line

425.271.4985 Fax

[www.seattlepipetrades.org](http://www.seattlepipetrades.org)

## COORDINATORS

PJ Moss, Training Coordinator

[pjmoss@seattlepipetrades.org](mailto:pjmoss@seattlepipetrades.org) | 206.588.9994 cell

Heather Winfrey, Assistant Training Coordinator

[heather@seattlepipetrades.org](mailto:heather@seattlepipetrades.org) | 206.550.4278 cell

## FULL TIME INSTRUCTORS

Tom Barrett (Steamfitters), [tom@seattlepipetrades.org](mailto:tom@seattlepipetrades.org)

Duane Bjornson (HVAC-R), [dbjornson@seattlepipetrades.org](mailto:dbjornson@seattlepipetrades.org)

Antonio Cruz (Plumbing), [acruz@seattlepipetrades.org](mailto:acruz@seattlepipetrades.org)

Dave Gibson (VIP Program), [dgibson@seattlepipetrades.org](mailto:dgibson@seattlepipetrades.org)

Jeff Holmes (Welding), [jholmes@seattlepipetrades.org](mailto:jholmes@seattlepipetrades.org)

Will McLaurin (HVAC-R), [wmclaurin@seattlepipetrades.org](mailto:wmclaurin@seattlepipetrades.org)

Steve Simpson (Plumbing), [ssimpson@seattlepipetrades.org](mailto:ssimpson@seattlepipetrades.org)

Dale Wilcox (Plumbing), [dwilcox@seattlepipetrades.org](mailto:dwilcox@seattlepipetrades.org)

#### APPRENTICESHIP OFFICE STAFF

Ariel Jones, Administrative Assistant

*(Assists with Affidavits, GI Bill Certifications, OJT Reporting)*

ariel@seattlepipetrades.org

Anna Marie Lassman, Clerk/Tutor

*(Assists with Textbooks, Files, Tutoring & Study Hall)*

alassman@seattlepipetrades.org

Kim Morehead, Instruction Specialist

*(Assists with Schedules, Class Registrations)*

kimm@seattlepipetrades.org

Cariane Stafford, Instruction Aide

*(Assists with Attendance, Grading, Books & Supplies)*

cariane@seattlepipetrades.org

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#### UA LOCAL 32 BUSINESS MANAGER & AGENTS

Main Phone: 425.277.6680

Jeff Owen, Business Manager, Jeff@ualocal32.com

Ed Holmes, Plumber Agent & Assistant Business Manager,

Ed@ualocal32.com

Ryan Miller, Dispatch, Ryan@ualocal32.com

Keith Nester, Steamfitter/Welder & Marine Pipefitter Agent,

keith@ualocal32.com

Joel Crabtree, Refrigeration Agent, Joel@ualocal32.com

Corey Wilker, Plumber Agent, coreyw@ualocal32.com

Kurt Swanson, Puget Sound Energy Agent,  
Kurt@ualocal32.com

JR Ybarra, Gas Distribution Mainline Agent,  
JR@ualocal32.com

## OFFICE HOURS OF OPERATION

The **Apprenticeship Office** is open Monday – Friday, and closes for lunch from 12:00pm to 1:00pm. It is located in Suite 100.

- Summer Hours: 7:30am to 4:30pm
- Fall – Spring Hours (Instruction Year): 8:00am to 5:00pm

The **UA Local 32 Office** is open Monday- Friday, and closes for lunch from 11:30am to 12:30pm. The UA Office Staff assists with union dues and fees, health and welfare, and the Out of Work List.

Shannon Kelly, Office Manager, ShannonK@ualocal32.org

## SCHEDULES & CALENDARS

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### INSTRUCTIONAL CALENDARS

The Apprenticeship Office produces a 12 month, daytime calendar that includes the following information:

- Orientation Dates
- Apprentice Committee and Union Meeting Dates
- Hands-On Testing and Interview Dates
- School Closures (Holidays)
- Class Rep Meeting Dates

This calendar will be distributed in the spring, and no later than Orientation. Calendars are subject to change.

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## APPRENTICE TRAINING SCHEDULES

Schedules include the date, time, location, instructor and materials which the apprentice is required to bring to class. Schedules are subject to change.

The Apprenticeship Office will distribute training schedules in the summer, and no later than Orientation. It is the apprentice's responsibility to notify his or her contractor of dates when he or she must attend school.

Class should be the apprentice's priority. Do not schedule vacations or other optional events on dates when you are required to be in class. If the apprentice has an extenuating circumstance or conflict, they must contact the Training Coordinator or Assistant Training Coordinator right away.

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## INTERPRETING YOUR SCHEDULE

First through third year apprentices attend class one full day, every other week, and are also scheduled for evening classes. All day classes begin at 6:30am, and end at 4:30pm.

Be early to avoid traffic or delays. If an apprentice is not in class by 6:30am, they will be considered late. Tardiness will affect grades, and the apprentice may have to appear before the JATC as a result.

Fourth and fifth year apprentices attend classes at night, and occasionally on a Saturday.

All night classes begin at 5:00pm, and end at 8:00pm. It is the instructor's prerogative to give one, 15 minute break. Apprentices should have meals, family care, or other obligations arranged prior to class.

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## HOLIDAYS

The Seattle Area Pipe Trades Education Center does not conduct training on the below dates and holidays. This does not mean that apprentices have these dates off work. Apprentice Office staff will likely be available during fall and winter holiday training closures. If you do not see a holiday listed below, it means the Education Center is open for business and training is scheduled!

- Labor Day – September
- Thanksgiving Week - November
- Christmas Break (two weeks between Christmas and New Year’s Day)
- New Year’s Day – January 1
- Independence Day - July 4

It is typical for professionals in mechanical trades to work, or be on call, on federal or state observed holidays. It is the apprentice’s responsibility to work with his or her contractor if he or she wants to schedule time off on a holiday.

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## CLOSURES DUE TO INCLEMENT WEATHER

SAPT will be closed only if the Renton School District is closed.

However, if the district is running late, SAPT will expect apprentices to come to their classes at the regularly scheduled time. Notices will also go out via email to apprentices.

***Remember, safety first!*** SAPT understands that conditions can vary in the greater Puget Sound. If you live in a location where extreme

weather prevents travel, it is your responsibility to call your instructor, the Training Coordinator, or Assistant Training Coordinator.

## BASICS OF APPRENTICESHIP

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### TERM OF APPRENTICESHIP

The “Terms of Apprenticeship” refer to the standards set by the JATC, and regulated by the Washington State Department of Labor & Industries- Apprenticeship Division. They include application prerequisites, curriculum, how discipline matters are handled, and requirements for turnout.

Each SAPT program has its own UA, national, state and even city licenses, exams, and credentials that must be earned before an apprentice can become a journeyman. These requirements are further explained in the following section.

### COMMERCIAL PLUMBERS

The Commercial Plumber program is 5 years in duration, totaling 10,000 OJT hours and a minimum of 216 classroom hours, also called “related supplemental instruction” by the state of Washington.

Commercial Plumber is a licensed craft and when an apprentice has successfully earned a reported 8,000 hours of OJT, he or she may take the state exam to earn a Washington State Plumber’s License.

## HVAC- REFRIGERATION

The Heating, Ventilation & Air Conditioning (HVAC) – Refrigeration program is 5 years in duration, totaling 10,000 OJT hours and a minimum of 216 classroom hours, also called “related supplemental instruction” by the state of Washington. HVAC-Refrigeration is a licensed craft and when an apprentice has successfully earned a reported 4,000 hours of OJT, he or she may take the state exam to earn a Washington State 06A Electrical License.

## MARINE PIPEFITTERS

The Marine Pipefitter program is 3 years in duration, totaling 6,000 OJT hours and a minimum of 144 classroom hours, also called “related supplemental instruction” by the state of Washington.

## RESIDENTIAL PLUMBERS

The Residential (Housing) Plumber program is 3 years in duration, totaling 6,000 OJT hours and a minimum of 144 classroom hours, also called “related supplemental instruction” by the state of Washington. Residential Plumber is a licensed craft and when an apprentice has successfully earned a reported 6,000 hours of OJT, and worked an additional, reported 2,000 hours by the contractor, he or she may take the residential specialty state exam to earn a Washington State Plumber’s License.

## STEAMFITTERS

The Steamfitter program is 5 years in duration, totaling 10,000 OJT hours and a minimum of 216 classroom hours, also called “related supplemental instruction” by the state of Washington. Steamfitters are expected to earn several UA and WABO certifications.

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## PROBATIONARY PERIOD

All apprentices are considered probationary for one full year, beginning on their initial dispatch date. An apprentice successfully completes probation after a year, and only if he or she meets all the policies and expectations outlined in this Handbook, in the State Standards, and by approval of the JATC.

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## TRAINEE CARDS, AFFIDAVITS & EXAMS FOR LICENSURE OR TURN OUT

### Trainee Cards

When a Commercial or Residential Plumber Apprentice or Refrigeration Apprentice begins his or her program, they must obtain a trainee card through Washington State Department of Labor & Industries (LNI). An apprentice can apply for a card in person at a LNI office, or online. The apprentice is responsible for application and renewal fees associated with trainee cards.

## PLUMBER TRAINEE CARDS

A plumber trainee must renew their card every year until they pass the exam to become a journey level or specialty plumber.

- A Commercial Plumber apprentice can take the Plumber License exam when he or she has earned 8,000 hours of On-the-Job Training (OJT).
- A Residential Plumber apprentice can take the Plumber License exam when he or she has earned 6,000 hours of OJT.

## ELECTRICAL TRAINEE CARDS

Refrigeration/HVAC apprentices must earn a 06A Electrical License in order to work on all electrical components of the

trade. An apprentice earning his or her electrical license must renew the trainee card every two years.

It is crucial to NOT let a trainee card lapse. If the card expires while an apprentice works, none of the OJT earned during the lapse period can be counted towards the total hours needed to take a license exam. Further, it is a code violation and can lead to termination from work.

Trainee cards must always be carried by an apprentice when working. SAPT expects its apprentices to keep their card in a visible, weatherproof holder attached to a lanyard or clip.

#### HOW TO GET A TRAINEE CARD

Trainee cards are obtained through the Washington State Department of Labor and Industries (LNI). An apprentice can obtain and renew trainee cards online or in person.

Apprentices will not be able to get or renew a trainee card if they have outstanding or unpaid infractions with LNI. It does take 2-4 weeks to receive the card. If an apprentice previously had a card as a helper/tradesmen or in previous employment, apprenticeship registration will be substituted for outstanding continuing education requirements. If there is a problem renewing a card, notify the SAPT office immediately.

#### ONLINE

**Plumbers:** Go to [lni.wa.gov/TradesLicensing/Plumbing](http://lni.wa.gov/TradesLicensing/Plumbing) and select either the “apply” or “renew” option.

**HVAC-Refrigeration:** Go to [lni.wa.gov/TradesLicensing/Electrical](http://lni.wa.gov/TradesLicensing/Electrical) and choose the “apply” or “renew” option.

## IN PERSON

There are several, regional LNI offices. The closest to SAPT is:  
12806 Gateway Drive South  
Tukwila, WA 98168  
206.835.1000

The cost for a plumber trainee card is \$45.20. The cost for an electrical trainee card is \$37.90 online, or \$44.10 in person.

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## AFFIDAVITS OF EXPERIENCE

### PLUMBER AFFIDAVITS

Every year, Plumber apprentices will be notified by the Apprenticeship Office to sign an “Affidavit of Experience.” This form verifies to the Washington State Department of Labor & Industries –Plumber Division that the plumber apprentice is earning hours towards the 8,000 required to sit for the state plumbing license exam. No more than 12 months can be reported on any one form, and SAPT only reports apprentice hours. SAPT cannot verify Helper hours, or hours previously earned before becoming an apprentice.

SAPT submits affidavits in the month of the apprentice’s trainee card expiration. Submittal of this affidavit is NOT connected to the ability to renew a trainee card.

### ELECTRICAL AFFIDAVITS

Every year, HVAC/Refrigeration apprentices will be notified by the Apprenticeship Office to sign an “Electrical Affidavit of Experience.” This form verifies to the Washington State

Department of Labor & Industries – Electrical Division that the HVAC-R apprentice is earning hours towards the 4,000 required to sit for the 06A Electrical license exam. Hours worked as a Tradesman can be applied towards the electrical trainee card.

These forms are prepared in the month prior to the apprentice's trainee card expiration. Submittal of this affidavit is NOT connected to the ability to renew a trainee card.

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## CREDENTIALS & LICENSES

To be eligible to turn out, apprentices must satisfy their coursework, earn their OJT hours, and complete exams that lead to recognized credentials and required licenses. The chart on the following page lists required turnout credentials, and additional certificates apprentices can earn.

	Plumber	Housing Plumber	Steamfitter	HVAC/ Refrigeration
Required in State Standards	WA State Plumbing License*  Seattle Gas Piping License	Washington State Specialty Certification  Seattle Gas Piping Certificate	Seattle Gas Piping License  STAR Exam	Washington State 06A Electrical License*  Seattle Gas Piping License  Seattle Refrigeration License  EPA 608 CFC Certificate with Universal Qualification  STAR Exam
Additional Credentials	OSHA 30  Backflow Certification  Rigging Certification  Med Gas Certificate	OSHA 10  Rigging Certification	OSHA 30  Rigging Certification  WABO Certifications  UA Weld Certifications  Industrial Rigging Card	OSHA 30  Rigging Certification  07 Electrical Administrator License  UA 51 Certification

Tests marked with an \* are the responsibility of the apprentice to arrange with the appropriate local or state agency.

Seattle Area Pipe Trades designs its curriculum so apprentices can earn both required and additional credentials.

Once an apprentice has finished all required classes and OJT hours associated with his or her trade, the apprentice has 90 days to take required exams, and then provide documentation of earned certificates or licenses.

Apprentices are strongly encouraged to take exams as soon as they become eligible to do so, rather than delaying until the end of their programs. If an apprentice does not earn these exams in this reasonable period of time, the JATC may require additional classes, or re-rate the apprentice to a lesser wage.

## GENERAL EXPECTATIONS OF THE APPRENTICE

### ATTENDANCE & MAKE-UP DAYS

#### DAYTIME CLASSES

**All daytime classes begin promptly at 6:00am, and end at 4:30pm.** Any unexcused tardiness will result in an unexcused absence.

Every apprentice must sign-in for each class. Failure to do so may result in an unexcused absence.

There are NO EXCUSED absences from daytime classes. Apprentices must make-up missed daytime classes, and appropriate RSI, on a date to be scheduled by their instructor.

Apprentices who are unable to provide proof to the Training Coordinator that a daytime absence was unavoidable, or due to circumstances beyond their control, will attend the next scheduled make-up day. Failure to do so will result in the apprentice being called before the committee for disciplinary action or cancellation.

## NIGHTTIME CLASSES

All night classes begin at 5:00pm, and end at 8:00pm.

The ONLY excused tardiness or absence from evening class shall be for working late. Apprentices are allowed only two (2) work-related absences or late arrivals from classroom instruction per quarter. The employer must contact the JATC before 5:00pm the day of the class. All absences or late arrivals for any other reason will be considered unexcused.

Apprentices with three (3) or more unexcused absences within one year will be called before the committee for disciplinary action or cancellation.

Vacations are not an excused absence. All requests for absence(s) due to personal or medical leave must be submitted in writing to the JATC prior to the first Wednesday of the month. Each request shall state the reason for the leave, method of maintaining classroom assignments, and course of action for make-up day(s).

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## MAKE-UP DAYS & STUDY HALL

Make up dates will be scheduled Monday through Saturday from 6:30am to 4:30pm, and at the convenience of the instructor or tutor. In most cases, apprentices must attend study hall to make up for the class hours missed. It is the responsibility of each apprentice to confirm when a make-up day or study hall hours are scheduled, and to notify their employer of their upcoming absence from work, if applicable.

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## BOOKS AND SUPPLIES

Apprentices receive books and syllabi at the beginning of the instruction year. Some books will be kept by apprentices, and

some books will be returned at the end of the class, or instruction year. They will sign a checklist verifying receipt of all items. If the apprentice fails to keep books, supplies or tools in working condition, or they are lost, it is the apprentice's responsibility to replace these items, and at their own expense.

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#### CELL PHONES

Cell phones and texting are distractions, and potentially unsafe, during class and lab time. Ringtones should be set to silent mode. If an apprentice is told more than once to stop using a cell phone, he or she may be removed from class and considered an unexcused absence, which is subject to discipline.

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#### COMMUNICATION

It is the apprentice's responsibility to make sure SAPT has his or her current address, telephone numbers, and email address. All changes must be reported to the main office within 30 days.

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#### DUES POLICY

When an apprentice is placed in delinquent status for nonpayment of union dues or expelled by the union, the apprentice will be called before the JATC to review the apprentice's abilities to maintain their availability for work. If the apprentice fails to do so, they shall be provided with a notice to appear at the JATC for the purpose of disciplinary action up to and including cancellation.

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#### DRIVER'S LICENSE

All apprentices must show proof of a valid Washington State driver's license and valid trainee card to receive a dispatch to work. Apprentices without a valid WA State driver's license and valid trainee card will not be dispatched to work.

Apprentices must carry their trainee card and driver's license with them on the job at all times.

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### GRADUATION

Each fall, UA Local 32 and MCAWW co-host an Apprenticeship Banquet to honor apprentices who turned out in the prior year, and to recognize instructors and members for their excellence. This is an invitation only event.

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### HOMEWORK

Homework must be completed fully and turned in at the beginning of class. Failure to complete any class assignment will impact grades, and all apprentices must maintain a "B" grade average to continue in the program. Apprentices may be assigned to tutoring to mitigate academic issues.

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### TUTORING, STUDY HALL & PRACTICE

Apprentices may arrange tutoring or additional time outside of class to practice skills, such as welding and drafting. Some apprentices may be assigned to tutoring to improve grades or complete assignments. Study Hall is required for apprentices who must make up missed classes, but groups can arrange to use class space to study during these hours, too.

Apprentices should make these arrangements with the tutor or their full-time instructors, so materials and equipment can be tracked accordingly. A tutoring and study hall schedule will be given out at orientation.

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### INJURIES

Remember, report an injury on-the-job to the Training Coordinator! Your Apprenticeship Office is the first line of advocacy for you on a worksite, or in a classroom.

As a registered apprentice in Washington State, you are entitled to a safe and healthful working and learning environment. You are also covered by Washington’s Industrial Insurance Act. The information provided herein is courtesy of Washington State Department of Labor & Industries – Apprenticeship Division.

#### POINTS TO REMEMBER

- Your employer provides workers’ compensation coverage during On-The-Job training. The Washington State Apprenticeship and Training Council covers you during classroom or lab instruction.
- You cannot waive your right to workers’ compensation benefits.
- Learn all you can about safe work practices.

#### IF YOUR INJURY OCCURS DURING ON-THE-JOB TRAINING

1. Report your injury to your supervisor or foreman.
2. Seek medical attention.
3. Complete the workers’ section of the Report of Industry Injury or Occupational Disease provided by the doctor. Answer all questions to avoid a possible delay in benefit payments. (If your employer is self-insured, your supervisor will give you the accident report form you need to take to the doctor.) Under “employer,” list the company where the OJT is being performed.

#### IF YOUR INJURY OCCURS IN THE CLASSROOM OR LAB

1. Report your injury to your instructor.
2. Seek medical attention.
3. Complete the workers section of the Report of Industry Injury or Occupational Disease provided by

the doctor. Answer all questions to avoid a possible delay in benefit payments.

4. Under “employer,” list:

Washington State Apprenticeship and Training Council

PO Box 44530

Olympia WA 98504-4530

Phone: 360.902.5323

Fax: 360.902.4248

5. Report the wages you earn from your present of last employer.
6. The instructor should complete the Instructor’s Report of Accident/Incident form and send to the above address, as soon as possible.

## REPORT PROMPTLY

If you suffer an injury or occupational illness, you must report it in a timely manner.

- You must report any injury within one (1) year.
- For occupational disease and illnesses, a Report of Industry Injury or Occupational Disease must be filed within two (2) years after a doctor notifies you in writing that you have contracted an occupational disease and may file a claim for benefits.

## PROTECTION WHEN FILING A WORKERS’ COMPENSATION CLAIM

- If you feel you have been discriminated against because you filed a workers compensation claim or expressed an intent to file, you can submit a discrimination complaint by writing to Labor and

Industries, Investigations, PO Box 44277, Olympia, Washington 98504-4277.

- You may also contact Project HELP, which is a cooperative between the Washington State Labor Council, AFL-CIO, Washington State Employer Community, and the Washington State Department of Labor & Industries. This non-profit can help expedite and/or resolve issues that may arise during a claims process. Project HELP can be reached at 800.255.9752.
- You must act within 90 days. Labor and Industries will investigate your complaint and take legal action if valid concerns are identified.

#### DURING RECOVERY

- If your injury results in temporary inability to continue with your apprenticeship program, keep the program sponsor advised of your progress.
- You should also talk with this individual if you have concerns about your apprenticeship agreement.
- Talk with your claim manager if you experience problems with you recovery, need help understanding your workers' compensation benefits, or feel dissatisfied with the medical treatment you've received.

Labor and Industries' Office of Information and Assistance can also answer your questions. Call 800.547.8367 or Project Help at 800.255.9752.

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#### MONTHLY EVALUATIONS

Apprentices are responsible for requesting and securing an evaluation from a journey worker or foreman, and it due to SAPT on the 1st of every month. It is considered late if it is received after the 10th of the month. The apprentice must

turn in his or her own evaluation. It can be delivered in person to the SAPT office, or by email.

#### ACCEPTABLE EVALUATIONS ARE:

- Signed by both the apprentice and journeyman or foreman
- Turned in whether or not the apprentice is working
- Encourage your Journeyman or Foreman to complete the comments section of your evaluation
- Please email your evaluation only to: [evals@seattlepipetrades.org](mailto:evals@seattlepipetrades.org)
- If you email, it is your responsibility to make sure the document is legible. Do not send as a picture; send as an attachment.
- If you cannot email, fax your evaluation and call to make sure the fax came through. Always keep the fax confirmation.
- Keep the yellow copy of every month throughout your entire apprenticeship

#### APPRENTICES WILL GET A RED SHEET IF:

- An evaluation is incomplete
- An evaluation is received after the 10th of the month
- The apprentice asks the training office for previous month's hours, because he or she did not keep the yellow copy of the evaluation for their own records

Red sheets will be reviewed by the Training Coordinator and placed in the apprentice's permanent file. The JATC will take action on missed evaluations every month. This can include a 30-day raise hold, a work suspension, and even cancellation from the program.

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## ORIENTATION

Every year, SAPT holds a mandatory Orientation meeting. All apprentices, regardless of year or status in program, are expected to attend. Failure to attend a make-up Orientation could result in removal from the program. Documents signed at Orientation relate to the content of this handbook. Copies of these documents are available by request from the Apprenticeship Office two weeks after Orientation.

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## PERSONAL SUSPENSION

An apprentice is only eligible for personal suspension after the probationary period has been satisfactorily completed. Personal suspension requests must be submitted in writing to the JATC, and must describe the reason for the request. The JATC will review and approve or deny the request.

Personal extensions will not exceed six months without extended permission granted by the JATC. The JATC will only grant a suspension for an initial period not to exceed 6 months. The entire suspension period will not exceed the total time the apprentice has been in the program, including his or her probationary period.

The apprentice must notify the Coordinators when he or she is ready to go back to work. A request for return from personal suspension must be approved by the JATC.

Apprentices on a personal suspension must keep their union dues current.

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## MEDICAL SUSPENSION

An apprentice is only eligible for medical suspension after the probationary period has been satisfactorily completed. Medical suspensions may be granted by request, or may be started if an apprentice sustains an injury on the job.

An apprentice requesting a medical suspension must do so in writing to the JATC. Relevant, verifiable and specific documentation from a qualified medical professional must be provided with the request. The apprentice filing the request may be asked to appear before the JATC. The JATC shall take action to grant, with conditions, if any, or deny the suspension request.

If a medical suspension is granted, the JATC may require the apprentice to provide quarterly updates to the JATC. Medical suspensions may not be granted for more than two years, unless the JATC determines that a longer period is in the best interests of the apprentice and program.

Per the Apprenticeship Standards, apprentices who are on medical suspension are not allowed to participate in classes, extracurricular activities at the Training Center, or work-related activities. If the medical condition permits, an apprentice may attend union meetings.

Apprentices on a medical suspension must keep their union dues current.

To be removed from a medical suspension, an apprentice must have a release from a qualified medical professional. The release must be submitted to the JATC for action by the committee. The apprentice may also be required to appear before the JATC before returning to work.

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## TOOLS & SAFETY GEAR

Per the Labor/Management Agreement between United Association Local 32 and the Mechanical Contractors

Association of Western Washington, tools are provided for apprentices at their jobsites.

Apprentices are not allowed to bring, lease, rent or lend tools on a jobsite. Apprentices may, but will not be required to, furnish their own hoods and goggles; however, employers will furnish glass for hoods and goggles, hardhats, safety glasses and safety vests. All tools furnished are the property of the employer, and reasonable care should be exercised to maintain and return tools.

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#### FACILITIES USE & CLEANLINESS

Apprentices are expected to help maintain the safety and cleanliness of the indoor training facility, weld shop, outdoor training stations, and parking lot. This includes picking up materials and tools, disposing of food and garbage, and sweeping debris or waste that would impact the next class scheduled to use the space.

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#### TERMINATION FROM EMPLOYMENT

Apprentices may be terminated from employment for no fault of their own, including, but not limited to, completion of a project or economic downturn. However, when an apprentice is terminated because his or her actions, abilities, or attitude is not acceptable to the contractor, this may be considered “for cause” by the JATC.

The contractor will submit a Termination Evaluation to the Training Coordinator. Depending upon the circumstances, the apprentice may be required to appear before the JATC, and disciplinary sanctions may be applied, including and up to removal from the program.

### CODE OF CONDUCT

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## CODE OF ACADEMIC CONDUCT - DEFINITIONS

Per the Seattle Area Pipe Trades Apprenticeship Standards, you are expected to conduct yourself in a professional and responsible manner. Apprentices must avoid conduct that a reasonable person would understand to be clearly wrong and unacceptable. Examples of misconduct include, but are not limited to, dishonesty, fighting, threats, theft, falsifying documents, harassment, and the willful destruction of property.

The Seattle Area Pipe Trades Apprenticeship Program (SAPT) may impose disciplinary sanctions against an apprentice who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct. This section is not intended to be an exhaustive list of definitions. The JATC reserves the right to determine whether an action violates the Apprenticeship Standards.

### ACADEMIC DISHONESTY

Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication.

- a. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
- b. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment.
- c. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
- d. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive

information to an instructor concerning the completion of an assignment.

#### OTHER DISHONESTY

Any other acts of dishonesty. Such acts include, but are not limited to:

- a. Forgery, alteration, submission of falsified documents or misuse of any SAPT document, record, or instrument of identification; or
- b. Furnishing false information or failing to furnish correct information, in response to the request or requirement of a trustee or SAPT employee.

#### OBSTRUCTION OR DISRUPTION

- a. Any instruction, research, administration, disciplinary proceeding, or other SAPT activity, including the obstruction of the free flow of pedestrian or vehicular movement on SAPT property or at a SAPT activity; or
- b. Any activity that is authorized to occur on SAPT property, whether or not actually conducted or sponsored by the SAPT.

#### ASSAULT

Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this paragraph:

- a. Bullying is physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.
- b. Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also

includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such intent.

## SOCIAL MEDIA MISCONDUCT

Cyber-stalking, cyber-bullying or on-line harassment. Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health, safety or reputation of another apprentice, SAPT Instructor or staff, JATC member, or others affiliated with the Pipe Trades industry.

### PROHIBITED ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO:

- a. Communicating content in any social media that is:
  - untruthful, defamatory, libelous or invades a person's privacy
  - threatening, hateful, harassing or discriminatory
  - obscene, profane or vulgar
  - violates copyright, trademark, or any other intellectual property rights
  - includes advertising or solicitation
- b. Unauthorized monitoring of another's email communications directly or through spyware, spamming or trolling;
- c. Sending false messages to third parties using another's email identity; or
- d. Non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity, innuendo, or depiction.

## PROPERTY VIOLATION

Damage to, or theft or misuse of, real or personal property or money of:

- a. the SAPT building and the entirety of its contents, parking lot, easement driveway, signage, fences, or any other physical property belonging to the trust
- b. any apprentice or SAPT trustee, employee, or organization; or
- c. any other member of the SAPT community or organization; or
- d. possession of such property or money after it has been stolen.

#### FAILURE TO COMPLY WITH DIRECTIVE

Failure to comply with the direction of a SAPT coordinator, instructor or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.

#### WEAPONS

Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited at SAPT, subject to the following exceptions:

- a. Commissioned law enforcement personnel or legally- authorized military personnel while in performance of their duties; or
- b. Use of a knife or other cutting instrument is directly and safely related to apprenticeship training; or
- c. An apprentice with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050(2) or (3), provided the vehicle is locked and the weapon is concealed from view.

## HAZING

Hazing includes, but is not limited to, any initiation into an apprentice organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any apprentice.

## MISUSE OF ELECTRONIC RESOURCES

Theft or other misuse of computer time or other electronic information resources of the SAPT. Such misuse includes but is not limited to:

- a. Unauthorized use of such resources or opening of a file, message, or other item;
- b. Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
- c. Unauthorized use or distribution of someone else's password or other identification;
- d. Use of such time or resources to interfere with someone else's work;
- e. Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
- f. Use of such time or resources to interfere with normal operation of the SAPT's computing system or other electronic information resources;
- g. Use of such time or resources in violation of applicable copyright or other law;
- h. Adding to or otherwise altering the infrastructure of the SAPT's electronic information resources without authorization; or
- i. Failure to comply with the SAPT's social media use policy.

## UNAUTHORIZED ACCESS

Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to SAPT property, or unauthorized entry onto or into SAPT property.

#### SAFETY VIOLATIONS

Safety violation includes any non-accidental conduct that interferes with or otherwise compromises any SAPT policy, equipment, or procedure relating to the safety and security of the campus community, including, but not limited to, tampering with fire safety equipment and triggering false alarms or other emergency response systems; intentional, improper use of equipment or tools; and intentional misuse of materials, chemicals, tools, or equipment, as noted by the Instructor.

#### VIOLATION OF OTHER LAWS OR POLICIES

Violation of any federal, state, or local law, rule, or regulation or other SAPT rules or policies, including SAPT traffic and parking rules.

#### ETHICAL VIOLATION

The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a SAPT apprentice-able profession. In addition to initiating discipline proceedings for violation of the apprentice conduct code, the SAPT may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The SAPT shall refer apprentices to the JATC for apprentice disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

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## APPRENTICE ANTI-HARASSMENT AND DISCRIMINATION POLICY

**Apprentices will sign a form verifying they understand the following policy each year at Orientation:**

The Seattle Area Plumbing and Pipefitting Industry Journeymen and Apprentice Training Committee (the “JATC”) is committed to ensuring that apprentices have an opportunity to work and learn in an environment that is free from discrimination and harassment. Harassment or discrimination based on sex, race, national origin, religion, age, sexual orientation, or mental or physical disability is strictly prohibited. Apprentices who violate this policy are subject to discipline, up to and including possible cancellation of their apprenticeship.

### PROHIBITED CONDUCT

Any harassing or discriminatory conduct which is based on sex, race, national origin, religion, age, sexual orientation, or mental or physical disability is prohibited.

Harassment includes any contact or communication in any form, including, but not limited to, verbal, physical, visual, cellular, written, and electronic means, that denigrates or shows hostility or aversion towards others on the basis of gender, race, age, religion, national origin, sexual orientation, or mental or physical disability.

Examples of prohibited conduct include, but are not limited to:

- Slurs and derogatory names
- Stereotyping.
- Emails, cartoons, or other visual displays that depict groups or individuals in a negative way.

- Jokes or other comments that are derogatory.

Sexual harassment includes harassment based on another person's gender or harassment based upon pregnancy or childbirth. Sexual harassment includes behavior of a sexual nature that is unwelcome and personally offensive to its recipients. It can also be behavior that is simply abusive, with no sexual element, if it is directed at an individual because of his or her sex. Behavior that may be acceptable in a social setting may not be appropriate in the workplace or academic setting.

Examples of prohibited conduct include, but are not limited to:

- Innuendoes, slurs, sexually suggestive comments, rumors, jokes of a sexual nature and lewd comments.
- Sexually suggestive objects or pictures.
- Leering, whistling, and obscene gestures.
- Unwanted physical contact of a sexual nature, including brushing up against the body, pinching, and blocking or impeding movement.

JATC policy is also violated if an Instructor, Trustee, Committee member, or any other employee or agent of the JATC engages in harassing conduct towards an apprentice, engages in discriminatory conduct towards an apprentice, or makes unwelcome sexual advances or requests for sexual favors from an apprentice. Submission to such conduct will not be a term or condition of apprenticeship or be used as a basis for decisions concerning an apprentice's apprenticeship.

## COMPLAINT PROCEDURE

The JATC is committed to taking reasonable steps to prevent discrimination and harassment from occurring and will take immediate and appropriate action when it knows that unlawful conduct has occurred. Each apprentice is responsible for supporting and adhering to this policy. Apprentices should not tolerate inappropriate behavior. An apprentice should promptly report any offending behavior, IN WRITING, whether the behavior is directed towards him/her personally or to other apprentices, to the Training Coordinator, a Trustee or to a Committee member. Apprentices are encouraged to report concerns about discrimination or harassment at the earliest possible opportunity before behaviors become severe or pervasive.

The JATC will promptly and thoroughly investigate all claims of harassment and discrimination. Complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that allegations will be shared only with those who have a need to know so that the JATC can conduct an effective investigation and take appropriate action to prevent any further violations of this policy.

If the JATC concludes that improper harassment or discrimination occurred, prompt and effective remedial action will be taken. This may include discipline of the responsible person and other actions to remedy the effects of the conduct and to prevent future conduct.

No action will be taken against any apprentice who in good faith files a complaint or who assists in the investigation of such a complaint by providing information. Apprentices who believe they have been retaliated against for having filed a complaint or having participated in an investigation of a complaint are urged to promptly notify the Training Coordinator, Assistant Training Coordinator, a Trustee, or a

Committee member. Appropriate corrective measures will be taken if allegations of retaliation are substantiated.

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## DRUG AND ALCOHOL POLICY

The Seattle Area Pipe Trades Training Trust and the Joint Apprenticeship and Training Committee is committed to establishing and maintaining a drug free environment for every Apprentice. To that end, the Trust and the JATC adopt this Drug and Alcohol Policy.

## PROHIBITED CONDUCT

The following conduct is strictly prohibited and subject to disciplinary action, including possible cancellation:

- Reporting to work or school under the influence of alcohol, marijuana, controlled substances, legal drugs that have not been legally prescribed for the Apprentice, or prescribed drugs used in a manner inconsistent with the prescription.
- Bringing, transferring, or selling controlled substances on training facility property or on a jobsite.
- The possession of drug related paraphernalia on training facility property or on a jobsite.
- Failure to report as directed for testing, substituting, adulterating, or attempting to tamper with any sample submitted for drug or alcohol testing, or otherwise interfering or attempting to interfere with the testing process.
- Refusal to submit a specimen for testing will be viewed as a positive test and will carry with it the same consequences as specimens tested and confirmed as positive.

In addition to complying with the terms of this Policy, apprentices are also expected to comply with the terms of any substance abuse policy adopted by their employing training agents. If an Apprentice violates an employer's substance abuse policy, the Apprentice may also be disciplined by the Seattle Area Pipe Trades Joint Apprenticeship Training Committee.

#### APPRENTICE RESPONSIBILITIES

1. Apprentices are responsible for reporting to work and school free from the influence of alcohol and drugs.
2. Apprentices must inform the Training Coordinator within two (2) days if they fail a training agent drug or alcohol test. The apprentice must sign an authorization releasing all information related to the failed test and any treatment or other follow-up to the Training Coordinator. Failure to comply with this requirement will result in the JATC taking disciplinary action against the apprentice, including possible cancellation.
3. Apprentices using prescription medication which may impair participation in class or on the job should immediately inform the Training Coordinator of such prescription substance use. The Training Coordinator will consult with the Apprentice and the Apprentice's physician to determine if the Apprentice can participate in school and on-the-job training with or without an accommodation. The Training Coordinator will attempt to accommodate the Apprentice's needs if necessary. However, if an accommodation is not possible, the Apprentice will be placed on temporary medical leave until released as fit for duty by the prescribing physician.

## TYPES OF TESTING

Post-Accident/Incident Testing: Apprentices shall be required to take a drug and alcohol test after having been involved in, or after causing, an accident or incident, which caused or could have caused personal injury or damage to equipment or property. If testing under this policy is ever required of an apprentice who is in need of medical attention, necessary medical attention will not be delayed in order to collect the specimen. However, the Apprentice shall promptly, upon request, provide the necessary authorization for obtaining hospital reports and records and any other information at the time the need for medical attention and/or testing arose.

### REASONABLE SUSPICION TESTING

Apprentices will be subject to a drug and alcohol test based on reasonable and articulated belief that an apprentice is using or has recently abused drugs, alcohol or substances prohibited by this Policy. A decision to test will be based on specific physical, behavioral or performance indicators documented by a JATC employee and witnessed by a second JATC employee.

### INSPECTION

Where reasonable suspicion exists that an Apprentice is under the influence of alcohol or a controlled illegal or unauthorized substance or has violated the policy pertaining to the possession, sale or distribution of alcohol or a controlled illegal or unauthorized substance, such Apprentice shall be subject to an unannounced inspection for unauthorized drugs, controlled substances, or alcohol on the training facility's premises.

Such inspections may include, but are not limited to an Apprentice's work area, locker, lunch box, purse, vehicle and any other personal property in the Apprentice's possession on the training facility's premises. Any Apprentice who fails to

cooperate in an inspection will be subject to disciplinary action, up to and including cancellation.

## TESTING PROTOCOLS AND STANDARDS

1. All testing will be conducted by laboratories certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) under the Department of Health and Human Services.
2. All samples collected under this Policy will be analyzed by a SAMHSA certified laboratory, and shall include an initial Immunoassay Screening Test and, when necessary, confirmed by a Gas Chromatography/Mass Spectrometry (GC/MS) Confirmation Test. Said testing must screen, at a minimum, for the following substances and below the following levels to result in a negative test. Initial screen will be by immunoassay (EMIT or equivalent).

Presumptive positives will be confirmed by gas chromatography/ mass spectrometry (GC/MS).

Drug Group	Emit Screen	Detection	GC/MS Confirmation
<i>Level*</i>	<i>Detection Level*</i>	<i>ng/ml*</i>	<i>ng/ml**</i>
Amphetamines		500	250
Cocaine Metabolites		150	100
Marijuana Metabolites		50	15
Opiate Metabolites (Codeine/Morphine)		2,000	2,000
6-Acetylmorphine (Heroin)		10	10
Phencyclidine		25	25
MDMA (Ecstasy)		500	250

MDA	200
MDEA	250

\*The detection levels indicated represent the lowest cutoff concentration for an analyte within that class. Actual cutoff levels for other analytes within the class may be higher. The GC/MS Confirmation amount is the amount reported by the laboratory. Any amount over this is reported as a positive test.

\*\*Nano grams/milliliter.

Breath/Blood Alcohol Content (BAC) will be screened and confirmed at .02%  
 The Policy shall be amended to follow the federal U.S. Dept. of  
 Transportation

Guidelines which have become the industry standards for drug and alcohol testing in safety-sensitive positions and to add new drugs (e.g. synthetic opiates) and threshold levels if and when those drugs or threshold levels are changed by the D.O.T.

3. Apprentices who provide two (2) subsequent diluted test results under this Policy will be encouraged to seek medical assistance to determine if there is a valid medical reason for the diluted results. If a medical reason cannot be determined or if the Apprentice refuses to seek medical assistance, the third (3rd) or remaining tests (if necessary) will be at the individual's expense.
4. If the third diluted test result is also diluted, it will be treated as a positive test under this program.
5. Any Apprentice who provides an unsuitable test result will be required to have subsequent drug tests observed.
6. Blood, saliva or breath screen tests are acceptable for alcohol testing. Saliva screening for alcohol will utilize a device on the NHTSA conforming products list which gives a quantitative reading (a range of alcohol from 0 – 150 mg/dl). If the approved device registers any level equal to or greater than 20 mg/dl (.02%), then a Breath Alcohol Test will be performed. A confirmed screening level less than 20 mg/dl (.02%) is considered negative.

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## WELD SHOP RULES FOR APPRENTICES

There are specific safety and procedural guidelines we expect apprentices to follow in the weld shop. They include:

### GENERAL

- Apprentices are not allowed in Weld Shop Office without permission.
- No outside data cards are allowed in welding machines.
- Weld jackets, safety glasses and gloves will be replaced with exchange of old items.
- Apprentices must clean their workspace and help clean the shop when done using the space.
- If using the weld shop outside of class hours, apprentices must sign in at the Apprenticeship Office front counter.

### SAFETY

- Proper work attire and PPE must be worn at all times in the weld shop.
- All grinders must have guards.
- Face shields and safety glasses must be worn when grinding.
- Only Instructors are allowed in the gas cylinder/bottle cage area.
- Inverters must be shut off after every test or class session.

### WELDING PROGRESSION

- Apprentices will follow the Welding Progression Sheet.

- Permission from a Full Time Instructor must be granted before deviating from the Weld Progression Sheet.

## TESTING

- Any apprentice who is late for a weld test will be rescheduled.
- Any apprentice caught cheating on a weld test will have an immediate rejection of the test coupon.
- Apprentices must have permission from your Full Time Instructor to take a weld test

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## ACADEMIC AND/OR DISCIPLINARY SANCTIONS

Apprentices can be required to appear before the JATC when a violation of the conduct code has occurred. A letter will be sent to the apprentices via postal mail; for this reason, it is the apprentice's responsibility to keep his or her contact information current in order to receive all official correspondence. Apprentice academic misconduct is reported to the Joint Apprenticeship Training Committee (JATC), and at its discretion, it may impose sanctions, including, but not limited to:

## DISCIPLINARY WARNING

A verbal statement to an apprentice that there is a violation and that continued violation may be cause for further disciplinary action.

## 30-DAY RAISE HOLD

A step increase in wages can be postponed for 30 calendar days as a consequence of violating a policy or failing to manage general apprentice responsibilities, such as turning in an evaluation on time.

## WRITTEN REPRIMAND

Notice in writing that the apprentice has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.

## DISCIPLINARY PROBATION

Formal action placing specific conditions and restrictions upon the apprentice's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the apprentice subject to a deferred disciplinary sanction is found in violation of any SAPT rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a cancellation from the SAPT, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the apprentice's attendance at the SAPT.

## DISCIPLINARY SUSPENSION

Dismissal from the SAPT and from the apprentice status for a stated period of time.

## CANCELLATION

The revocation of all rights and privileges of membership in the SAPT community and exclusion from the campus and SAPT- owned or controlled facilities without any possibility of return.

Apprentices can appeal cancellations to the State of Washington – Department of Labor & Industries,

Apprenticeship Division. An appeal must be made in writing and within 30 days of cancellation to be considered by the WSATC.

## MEMBERSHIP AND FEES

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### UNION MEMBERSHIP INFORMATION

#### PARTICIPATION AND VOTING RIGHTS

Apprentices are UA Local 32 members, and as such, should do all they can to be educated and remain informed about union activities. Union meetings are held the second Thursday of every month, and SAPT encourages apprentices to attend.

Per the 2016 National UA Convention, 4th and 5th Year Apprentices do have the right to vote at union meetings. These are individuals who have finished 3rd Year classes and completed at least 6,000 of OJT.

#### DISPATCH

When an apprentice begins his or her program, is rotated to another contractor, or is terminated, he or she will receive a dispatch to the next job from the UA Local 32 office. This form lists to which company, site, date and time an apprentice should report. The apprentice must bring the dispatch with him or her on the first day of work, and give it to the contractor's Human Resources department or site designee. The apprentice should also bring all documentation necessary to complete an I-9 document, which is a required Immigration and Naturalization Service form. This form

verifies that an employee may legally work in the United States.

## ROTATION

An important part of apprenticeship is insuring the apprentice gains all the skills necessary to turn out. This includes working in a variety of environments and often, for different companies. SAPT will determine if rotation to another employer is in the best interest of the apprentice. Generally, plumber and steamfitter apprentices and their contractors should expect that they will be rotated in late spring.

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## APPRENTICESHIP FEES EXPLAINED

### ADMINISTRATION FEE

The administration fee is a one-time fee of \$7.00. This is to be paid on the same day as filling out enrollment paperwork along with your 1st month's dues.

### MONTHLY MEMBERSHIP DUES

Monthly dues are paid each month. This is the responsibility of the Apprentice to have the payment to the business office by 4:30pm on or before the last working day of the month. *(The business office accepts cash, check, debit or credit cards, and payments can be made over the phone with a debit or credit card.)*

### AUTOMATIC DUES DEDUCTION PROGRAM –A.D.P.P (OPTIONAL)

You may arrange to pay your monthly membership dues (but no other fees) via automatic deduction from your checking or savings account.

Apprentices may also have monthly dues withdrawn from their Waterfront Credit Union vacation account. Funds are withdrawn on the 5th day of the month. Please fill out an ADPP form if you wish to use this method of paying your monthly membership dues.

### INITIATION FEE

Initiation fees are spelled out in the Local #32 Constitution and Bylaws. The Initiation fee for Apprentices is \$50.00. This is to be paid in full prior to your initiation date.

### TURN OUT FEE

Once the JATC approves completion of apprenticeship you will owe an additional \$50.00 for your turnout fee. The turnout fee is to be paid within 1 week of your turn out date and you will need to turn in your UA Membership card to the Business Office so that you can get your classification changed to Journeyman.

## RESOURCES

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### ZENITH-AMERICAN SOLUTIONS

Zenith-American Solutions is the administrator of Health & Welfare Benefits for the Labor/Management Agreement. They can verify health care coverage, vacation and claims questions.

[www.zenith-american.com](http://www.zenith-american.com) | 888.406.3246

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### EMPLOYEE ASSISTANCE PROGRAM

First Choice offers a range of counseling services supporting UA Local 32 members and their families. | 800.777.4114

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#### MILLIMAN BENEFITS

Milliman Benefits administers the Supplemental Pension.  
[www.millimanbenefits.com](http://www.millimanbenefits.com) | 800.481.7336

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#### PLUMBER & PIPEFITTERS NATIONAL PENSION FUND

[www.ppnpf.org](http://www.ppnpf.org) | 800.638.7442

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#### UNITED ASSOCIATION GENERAL OFFICE

This is the UA's national office, located in Maryland.  
[www.uanet.org](http://www.uanet.org) | 410.269.2000

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#### WATERFRONT CREDIT UNION

UA Local 32 members' beneficiary and vacation accounts are managed through this credit union. [www.waterfrontcu.com](http://www.waterfrontcu.com) | 206.622.8415

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#### WASHINGTON STATE DEPARTMENT OF LABOR & INDUSTRIES – PLUMBERS DIVISION

Manages plumber trainee cards, renewals, reporting of OJT hours, and state Plumber licenses.  
[www.lni.wa.gov/TradesLicensing/Plumbing/](http://www.lni.wa.gov/TradesLicensing/Plumbing/) | 360.902.5207

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#### WASHINGTON STATE DEPARTMENT OF LABOR & INDUSTRIES – ELECTRICAL DIVISION

Manages electrical trainee cards, renewals, reporting of OJT hours (affidavits), and state Electrical licenses, needed by HVAC-Refrigeration apprentices.  
[www.lni.wa.gov/tradeslicensing/electrical/](http://www.lni.wa.gov/tradeslicensing/electrical/) | 360.902.5269

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#### UA LOCAL 32 OFFICE

[www.ualocal32.com](http://www.ualocal32.com) | 425.277.6680

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MECHANICAL CONTRACTORS ASSOCIATION OF  
WESTERN WASHINGTON  
www.mcaww.net | 206.442.9029

### GET INVOLVED!

Apprentices are encouraged to get involved with groups or activities, particularly outreach events. If an apprentice would like to serve on an UA Local 32 subcommittee, please contact PJ Moss at [pjmoss@seattlepipetrades.org](mailto:pjmoss@seattlepipetrades.org). If you have a suggestion for a group or community activity, contact either coordinator with your idea.

### ANNUAL BACK-TO-SCHOOL DRIVE

SAPT collects new school supplies for local schools. Apprentices can make donations beginning at Orientation through September.

### CLASS REPRESENTATIVES

At the beginning of the instruction year, apprentices are elected to represent the “year” of his or her program. This person is required to attend a monthly leadership meeting with the coordinators. Representatives are responsible for communicating issues and opportunities to their classmates:

### LADIES IN THE PIPE TRADES

Ladies in the Pipe Trades is an apprentice-led, quarterly group of female Helpers, Tradesmen, Apprentices and Journeywomen. This group hosts mock interviews for applicants, and manages the SAPT booth at the Washington Women in Trades Fair every May.

### MARKETING & RECRUITMENT COMMITTEE

This committee assists in the design of marketing materials and messaging. They evaluate current tools for accuracy and value of content. They also contribute to the monthly electronic newsletter.

#### PEER REVIEW BOARD

The members of this board are nominated by peers and assist the JATC with routine review of disciplinary issues, as well as general apprentice information and commendations. Terms are limited and members rotate.

#### SAFETY COMMITTEE

Third Year apprentices are appointed serve on the JATC Safety committee with instructors, office staff and coordinators. They serve on the committee for one year. They are responsible for evaluating workspaces and insuring routine safety products in the building, such as fire extinguishers, are checked and working. This committee also evaluates and provides input on safety practices and curriculum.

#### VETERANS NETWORK

Veteran's Network is an apprentice-led, quarterly group of veteran Helpers, Tradesmen, Apprentices and Journey workers who have all served in the Armed Forces, or are Active Reservists or National Guard Members. This group hosts a Veteran Orientation at the beginning of each school year, helps organize VIP graduations hosted by SAPT, and supports each other in the transition from a military to civilian workforce.

#### SAPT NEWSLETTER

The Apprenticeship Office produces a monthly newsletter with links to resources and schedules, and features articles from staff, instructors and apprentices. Contributions are welcomed. .Connect with coordinator or Marketing & Recruitment Committee to get involved

## UA LOCAL 32 SUBCOMMITTEES

There are four standing subcommittees of UA Local 32:

### PICNIC COMMITTEE

Every summer, UA Local 32 Members and their families are invited to a picnic in the local's jurisdiction. A planning committee works together to make certain this family-friendly event is a success.

### OLD TIMERS CELEBRATION

Every fall, UA Local 32 Members are recognized for their service, and younger members are encouraged to honor those who have helped build a strong, local union.

### UA LOCAL 32 CHRISTMAS PARTY

Every December, UA Local 32 hosts a Christmas Party for members and their families. This event generally coincides with the final Union meeting of the year.

### POLITICAL ACTION COMMITTEE

The PAC is comprised of UA Local 32 members who are interested in vetting candidates and issues that are important to the membership.

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## VETERAN'S SERVICES GI BENEFITS

Veteran apprentices can use GI Benefits while enrolled as a Seattle Area Pipe Trades apprentice. Depending on the campaign in which you served, and the duration, you may be eligible for different chapters of the GI Bill, or Disability Benefits. This could include:

- Post-9/11 or Chapter 33: prorated benefits based on the number of months and terms of service;
- Montgomery or Chapter 30: paid into benefits during service, and typically paid on a flat rate; or
- Chapter 1606: Guard Reserve, or actively drilling
- Chapter 31: Disability benefits

Generally, the veteran apprentice's access to GI Bill benefits is based on the hours of OJT he or she must earn to turn out. For example, a Steamfitter apprentice must work 10,000 OJT hours, and a Residential Plumber must work 6,000 OJT hours. As long as the apprentice is under these hours, they are generally eligible for payments. Exceptions can occur, and they may be based on prior use of GI Bill Benefits, or Seattle Area Pipe Trades cannot determine which chapter you are eligible to receive, nor can we confirm your eligibility.

Veteran apprentices must contact the Department of Veterans Affairs (DVA) to determine if they are eligible to use GI Bill Benefits. You can check eligibility online at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill), or by calling 888.442.4551.

Active reservists may be eligible for GI Bill Benefits, as well. If the apprentice chooses to use GI Bill Benefits while an apprentice, they must:

1. Contact the Apprenticeship Office to complete GI Bill Certification paperwork. Schedule an appointment to do the paperwork. NOTE: Must provide DD 214 and GI Bill Certificate of Eligibility to office to begin process. For active reservist, the form is called a Notice of Benefit Eligibility (NOBE).
2. A certifying official in the Apprenticeship Office will help you complete the paperwork.

3. The forms must be signed by a designated certified official, the Training Coordinator, and the veteran apprentice.
4. Chapter 33 enrollment packet is FAXED to the DVA Region 5 office in Muskogee by the Apprenticeship Office. Chapter 31 enrollment is EMAILED to a local DVA representative.
5. A copy of the enrollment packet is MAILED to the Washington State Achievement Council (WSAC), which is the state approving agency for GI Bill-eligible colleges and apprenticeships.
6. The original is kept in the Veteran GI Bill File. Upon request, veteran apprentices are welcome to see their GI Bill Benefits files kept by the Apprenticeship Office.

#### CHAPTER 33 GI BILL MONTHLY VERIFICATION

The Washington State Achievement Council is the approving state agency for colleges and apprenticeships that are eligible to have its students use their Chapter 33 GI Bill. They will audit the files at least annually. This audit maintains the Seattle Area Pipe Trades' eligible program status. This agency has determined that contractor PJT hours reported monthly to the Trust are the accurate record of your hours. When this report is made available to the Apprenticeship Office, your "GI Bill Monthly Certification" form will be filled out.

You will receive an email to come to the office and sign the form within 5 business days. It is important you sign the form right away. If the form is delayed, your payment will also be delayed. Once signed, it will be faxed to the DVA Region 5 office in Muskogee.

The Apprenticeship Office does not receive any notice from DVA that your payment is being processed, how much or

when you will receive it, or any financial correspondence. If you have a question, please contact DVA directly.

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### COLLEGE CREDIT

Apprentices earn college credit for their related supplemental instruction while in their programs. It is possible to apply for a Certificate of Completion or an Associate's Degree through Bates Technical College when the apprentice turns out, but it is not necessary to succeed in the apprenticeship itself. If an apprentice wishes to attain a degree, he or she would register for required academic courses directly through the college, and would be responsible for the associated costs.

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### COLLEGE LOAN DEFERMENT

Sometimes, an apprentice has outstanding loans from previous college enrollment. It is possible to defer loans until the terms of apprenticeship is completed, but it does depend on the loan type and balance. See the Assistant Training Coordinator for assistance with Loan Deferment forms.

## ACRONYMS AND COMMONLY USED APPRENTICESHIP TERMS

Below is a list of acronyms and terms you should become familiar with during your apprenticeship, and life-long career as a Pipe Trades Professional.

### AFFIDAVIT OF EXPERIENCE

Licensed apprenticeships (plumbers and HVAC-R) must earn a specific number of OJT hours to be able to take a state exam to become a licensed plumber, or a 06A electrician. The apprenticeship tracks these hours from monthly trust reports, and verifies these hours in 12 month increments to the Washington State Department of Labor and Industries. Apprentices are required to sign these forms, and will be

notified via email approximately one month before their card expires.

## TRAINEE CARD

Plumber and Refrigeration apprentices are required to obtain a Trainee Card from the Washington State Department of Labor & Industries LNI).

- Plumber apprentices get a card for a Plumber's License from the Plumbing Division of LNI
- Refrigeration apprentices get a card for the Electrical 06A License from the Electrical Division of LNI

This card must be carried by the apprentice at all times, and SAPT expects that the card is visible. These apprentices are working towards licensure in their crafts, and SAPT reports those hours to the state.

## COLLECTIVE BARGAINING

Collective Bargaining is the negotiation between an employer or employer group, and a labor union usually on wages, hours, and working conditions. The Labor-Management Agreement between United Association Local 32 and the Mechanical Contractors Association of Western Washington also governs apprenticeship.

## OJT

OJT is the acronym for On the Job Training. Every apprentice must earn a specific number of hours on the job before he or she can turn out and become a journeyman.

## RAISES/STEP ADVANCEMENT

Apprentice raises occur after working a set number of hours, AND after the JATC approves the raise. A letter is sent to the contractor to apply a raise. The raise may not automatically occur when an apprentice hits a given amount of OJT.

### RAISE HOLD

The JATC can set a raise hold penalty for apprentices who fail to meet specific training expectations, such as turning in monthly evaluations on time. A raise hold means that the JATC will freeze an apprentice's raise for 160 hours past the date when he or she would have been advanced by a step increase.

### PROBATION

The first year of SAPT apprenticeship is probationary. During this period, an apprentice can be expelled during this period, for any reason. Probation generally means initial period of employment, a kind of "trial period", during which the supervisor carefully considers whether the employee is able to meet the standards and expectations of the job and if the employee should be retained.

### SUSPENSION

In apprenticeship, suspension can occur for disciplinary, medical or personal reasons. It generally means a temporary removal from a program or work. There are specific guidelines for suspension from SAPT, which are outlined in program standards and this Handbook.

### TURN OUT

The term "turn out" means an apprentice has completed all OJT, training, exams, licensures, credentials and any other

requirement to become a journeyman. The JATC approves all turn outs.

## JOURNEYMAN

When the JATC determines that an apprentice has satisfied all of the terms of his or her apprenticeship, they are granted journeyman status.

## JATC

JATC is the acronym for Journeyman and Apprenticeship Training Committee. This committee governs the apprenticeship program, setting its standards with the state and insuring apprentices follow and meet all training expectations.

## BOARD OF TRUSTEES

Generally, a Board of Trustees is an appointed or elective board that supervises the affairs of a public or private organization. The Seattle Area Plumbing & Pipefitting Journeyman & Apprenticeship Training Trust oversees the financial management of the program. It is equally represented by labor and management.

## UA

UA is the acronym for the United Association of Plumbers & Pipefitters, which is Seattle Area Pipe Trade's national affiliation to a union. Seattle Area Pipe Trades is within the UA Local 32 jurisdiction. UA Local 32 represents labor with collective bargaining agreement with MCAWW.

## MCAWW

MCAWW is the acronym for the Mechanical Contractors Association of Western Washington, which represents management in our Agreement.

## IAPMO

The International Association of Plumbing and Mechanical Officials, or IAPMO, coordinates the development and adaptation of plumbing, mechanical, swimming pool and solar energy codes to meet the specific needs of individual jurisdictions both in the United States and abroad. IAPMO develops and publishes the Uniform Plumbing Code (UPC); Uniform Mechanical Code (UMC); Uniform Swimming Pool, Spa and Hot Tub Code (USPSHTC); Uniform Solar Energy Code (USEC); and the Green Plumbing and Mechanical Code Supplement (GPMCS).

## WABO

Washington Association of Building Officials (WABO) was incorporated in 1977 to promote building codes and standards that safeguard the public health and safety; advise on legislative matters; assist in the development of national and state codes; provide educational opportunities for its members; and preserve local government control of code administration.

## AWS

The American Welding Society (AWS) was founded in 1919, as a nonprofit organization with a global mission to advance the science, technology and application of welding and allied joining and cutting processes, including brazing, soldering and thermal spraying. AWS strives to move the industry forward in both thought and action, as well as inspire new generations to see the exciting career opportunities available today.

## STANDARDS

“Standards” is the term used for the approved, official guidelines that govern Seattle Area Pipe Trades’ state registration with the Washington State Apprenticeship & Training Council. These standards are posted online at the Washington State Department of Labor & Industries’ website, [www.lni.gov](http://www.lni.gov).

## WSATC

WSATC is the acronym for the Washington State Apprenticeship & Training Council, which is a tripartite board of labor, management and a public seat. This board approves and regulates state registered apprenticeships in Washington. They meet quarterly to approve or discipline programs.

## SAPT

SAPT is the acronym we use in correspondence for Seattle Area Pipe Trades.