



NORTHWEST LABORERS-EMPLOYERS TRAINING TRUST FUND



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Guidelines and Frequently Asked Questions for Non-Signatory Employers Apprenticeship Participation

The guidelines and/or information that should be shared and/or followed when contacting employers that are not-signatory to a Washington and N. Idaho Laborers collective bargaining agreement should be as follows:

Frequently Asked Questions

Who is authorized to answer questions regarding Apprenticeship for the Northwest Laborers-Employers Training Trust (NWLETT) Apprenticeship Program?

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Area covered SW Washington
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Area covered NW Washington and
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Dave Castle
509-467-5239
Area covered Eastern Washington
Local's L238, L348, L292W, L614

How long is the Laborer's Apprenticeship Program?

The program is currently 6,000 hours of on-the-job training and 480 hours of related supplemental instruction (RSI). There are 6 steps to the program lasting 1,000 hours each in duration.

What are the minimum requirements to be an apprentice?

Minimal Qualifications are:

- Age: At least 18 years of age.
- Education: Tenth grade education or equivalent.
- Physical: Must be able to meet the requirements of the trade.
- Other: Must have a current valid driver's license.
Must take and pass a drug test with a negative finding.

What are the wages and how often must the apprentice attend training?

The wages are based on a percentage (60%, 70%, 80%, 85%, 90% and 95%) of the prevailing wage scale for "Construction Craft Laborers". Apprentices must take 2 weeks of training (80 hours) every 1,000 hours of on the job training prior to receiving their upgrade in the apprenticeship program. An example would be: Step #1, beginning wage is 60% of the wage working for 1,000 hours, attend a two week long class at the Kingston training center, then upgrade to Step #2 or 70% of the wage scale.

Note: Current wage rates for all apprentices can be reviewed online at "Washington State Department of Labor & Industries", "Prevailing Wage", "Look up, Print and/or Download Apprentice Rates".

How can a Contractor participate in the Laborers apprenticeship Program?

First, they need to become a registered "Training Agent". There are several ways for an employer to participate with the Laborer's apprenticeship program and become a "Registered Training Agent".

1. All Contractors that have signed a "Full Compliance Agreement" with the Laborers or have assigned their bargaining rights to the Associated General Contractors (AGC) are registered as a Training Agent with the State of Washington for the Northwest Laborers-Employers Training Trust Fund.
2. Any contractor or sub-contractor can sign a Laborers Project Agreement (1 job only agreement), this will allow them to utilize both journeyman and apprentices dispatched from the Union Hiring Hall in which the project is located for that project only. The

contractor or sub-contractor is then registered with Washington State Labor and Industries, apprenticeship division as a registered Training Agent under the Northwest Laborers-Employers Training Trust Fund. Once that project is complete, we notify the Department of L & I and they are removed as a Training Agent under our program unless they sign an additional Laborers Project Agreement.

Note: Under options 1 and 2 above, the employer contributes \$0.45 per hour to the Northwest Laborers-Employers Training Trust Fund within the negotiated fringe benefit package.

3. The Employer can sign a “Training Agreement” directly with the Northwest Laborers-Employers Training Trust Fund. When the employer signs a Training Agreement with the Training Trust they may register one candidate of their choice who meets the minimum qualifications of the apprenticeship program. They must also pay a fee of \$4,600.00 for the first year (2,000 hrs OJT oversight) and RSI (160 hours). The employer is then registered as a Training Agent for the Northwest Laborers-Employers Training Trust with the State of Washington, Department of Labor & Industries, Apprenticeship Division and the employer can utilize that apprentice on any project for that one year period, the agreement is **NOT** project specific. Once that year is completed, the Northwest Laborers Training Program will send a letter to the Employer asking them to re-sign the Training Agreement and pay an additional \$4,600 for the next year (2,000 hours) of OJT oversight and (160 hours) RSI.

Note: When the employer signs a Training Agent Agreement directly with the Northwest Laborers-Employers Training Trust, they cannot hire an apprentice from the Laborers Union hiring hall.

What is a Training Agreement and/or a Training Agent?

Training Agreement: A written agreement between a training agent and a program sponsor that contains the provisions of the apprenticeship program applicable to the training agent and the duties of the training agent in providing on-the-job training.

Training Agent: An employer of registered apprentices approved by the program sponsor to furnish on-the-job training to satisfy the approved apprenticeship program standards who agrees to employ registered apprentices in that work process. The training agent shall use only registered apprentices to perform the work of the approved program standards.

Contractor / Training Agent Responsibilities:

- a. Participation as a Training Agent is voluntary and a privilege. As per the Apprenticeship Section of the Department of Labor and Industries failure to adhere to the requirements could cancel the employers' ability to participate in the apprenticeship program.
- b. To utilize the apprenticeship standards for all on-the-job training in the occupation listed in the geographical area of the standards.
- c. To make sure that all laborers, not recognized as journey level and that perform the work processes as listed in the standards shall be registered as an apprentice with the Apprenticeship Section of the Department of Labor and Industries.
- d. That all conditions of the standards must be adhered to for employees performing the duties of a laborer apprentice.
- e. To comply with the requirements for apprenticeship established under RCW 49.04, Chapter 296-05 WAC, and 29 CFR parts 29 and 30.

Can I use the apprentice to perform any type of work on the project?

No! The apprentice (as with all apprenticeships) must work with a minimum of one journeyman at all times and within the scope of "work processes" that are identified in the Laborers Apprenticeship Standards. The Laborers craft is very diversified and covers work in building construction; heavy-highway construction; underground and utility construction; environmental remediation; and many other specialized areas. The Northwest Laborers Apprenticeship Program covers all classifications of work and work process listed in **Attachment "A"**.

Can I share my apprentice with other contractors or can I use another contractors apprentice to work for me?

No! A registered apprentice may only work for an employer that is a "Registered Training Agent". The employer may not re-assign that apprentice to any other employer without approval of the Northwest Laborers Training Program or by being re-dispatched by the apprentice's respective Laborer's Union hall.

Supervision / mentoring of apprentices.

Supervision by a Journey-Level Laborer is necessary for the education, assistance, safety and control of a Laborer Apprentice. A journey-level laborer employee on the payroll of the Training Agent must be on the same job site at least 75% of each working day. The training agent will assure that apprentices are under supervision of competent and qualified journey-level laborers on the job who are responsible for the work being performed, to ensure safety and training in all phases of laborers work.

Journey worker to apprentice ratio.

- The apprentice to journey-level worker shall **never exceed a one-to-one (1:1) ratio.**
- An employer employing one or more journey-level laborers may employ apprentices per the Apprentice Ratio Chart below.
- These ratios are subject to the availability of current apprentices.
- The proper ratio of journeymen to apprentices will be maintained when hiring or reducing the work force and when transferring employees from project to project.
- Employers may lose their training agent status with the State of Washington if they are found to be in violation of the established ratios.
- When performing overtime or emergency work, Journeyman Laborers will be given preference.
- Work is defined by a single crew or on a crew by crew basis, and **NOT** to the job as a whole. Each Contractor or contract is separate with their own ratios on the job; this to be interpreted as (see Apprenticeship Ratio Chart below).

Apprentice Ratio Chart

Journeyman	Apprentices
1	1
2	1
3	1
4	2
5	2
6	2
7	3
8	3
9	3
10	4

Journeyman	Apprentices
11	4
12	4
13	5
14	5
15	5
16	6
17	6
18	6
19	7
20	7

Journeyman	Apprentices
21	7
22	8
23	8
24	8
25	9
26	9
27	9
28	10
29	10
30	10

Mandatory training of apprentices.

When an apprentice is required to attend training necessary for maintaining and/or upgrading his/her status in the apprenticeship program, and such training necessitates the absence of the apprentice from a job, the employer shall grant the apprentice leave from the job to satisfy the training requirement and restore his/her status on the job when the training is completed, provided a position is available.

- Apprenticeship training is classified as “**Commissioner Approved Training**” and therefore apprentices are eligible to collect unemployment benefits without counting against the employer.

Effective June 1, 2012, the Laborers Apprenticeship Program expanded to 6,000 hours of on-the-job (OJT) and 480 hours of related supplemental instruction (RSI) or classroom training. There are 6 steps to the program (60%, 70%, 80%, 85%, 90%, and 95%) lasting 1,000 hours each in duration requiring the apprentice to attend a two (2) week period of training prior to advancing to the next step.

Laborer apprentice work processes.

The apprentice (as with all apprenticeships) must work with a minimum of one Construction Craft Laborer journeyman at all times. The apprentice must work within the scope of “work processes” that are identified in the Laborers Apprenticeship Standards, the Laborers Master Agreements, and the Federal Department of Labor scope of work. The Laborers craft is much diversified and covers work in building construction; heavy-highway construction; underground and utility construction; environmental remediation; and many other specialized areas. (See **Attachment “A”**)

Attachment "A"
Laborers Work Classifications and Work Processes

Air and Hydraulic Track Drill	Clary Power Spreader and similar types
Air, Gas or Electric Vibrating Screed	Clean-up Laborer
Airtrac Drill Operator	Clean-up Nozzleman-Green
Anchor Machines	Compaction Equipment
Application (including Pot Power Tender for same)l, applying protective material by hand or nozzle on utility lines or storage tanks on project	Compressed Air Work
Asbestos Abatement Worker	Concrete Crew, Bull Gang
Asphalt Plant Laborers	Concrete Crewman
Asphalt Raker	Concrete Dumper/Chute Operator
Asphalt Roller, walking	Concrete Form Stripper
Ballast Regular Machine	Concrete Laborers
Ballast Regulators	Concrete Nozzleman
Batch Weighman	Concrete Placement Crew
Bit Grinder	Concrete Power Buggyman
Brick Pavers	Concrete Saw Operator
Broomers	Concrete Saw Operator (Walls)
Brush (Power Saw)	Concrete Saw Operator/Core Driller
Brush Burners and Cutters	Concrete Saw, walking
Brush Hog Feeder	Concrete Signalman
Bullgang (above ground)	Concrete Stack
Burner	Confined Space Attendant
Caisson Worker	Confined Space/Hole Watch
Caisson Worker, free air	Crusher Feeder
Car and Truck Loaders	Curing Laborer
Carpenter Tender	Curing, Concrete
Cement Dumper-Paving	Cutter (concrete, rock, etc.)
Cement Finisher Tender	Demolition and Wrecking Charred Materials
Cement Handler	Demolition Torch
Chain Saw Operator & Faller	Demolition, Wrecking and Moving Laborers
Change House or Dry Shack	Ditch Digger
Chipping Gun (30 LBS. and over)	Diver
Chipping Gun (Under 30 LBS.)	Dope Pot Fireman, non-mechanical
Choker Setters	Driller Helper (when required to move & position machine)
Choker Splicer	Drill Doctor
Chuck Tender	Drill Operator (Hydraulic, Diamond)
	Drill Operators, Air Tracks, Cat Drills,

Wagon Drills, Rubber-Mounted Drills and other similar types, including at Crusher Plants
Drills with dual masts
Dry Stack Walls
Dump Person
Dumpers, Road Oiling Crew
Dumpman
Elevator Feeders
Epoxy technician
Erosion Control Laborer
Faller & Bucker Chain Saw
Fence Builders
Fence Erector
Fence Laborer
Fine Graders
Fire Watch
Flagger
Form Cleaning Machine Feeder, Stacker
Form Setter
Form Setter, paving
Form Strippers (not Swinging stages)
Gabian Basket Builders
Gauge and Lock Tender
General Laborer
Grade Checker & Transit Person
Grinders
Grout Machine Header Tender
Grout Machine Tender
Groutmen (Pressure) including Post Tension Beams
Guard Rail, Median Rail, Reference Post
Guide Post, Right-of-Way Marker
Guardrail Erector
Gunite
Gunite Nozzleman
Gunite Nozzleman Tender
Gunite or Sand Blasting Pot Tender
Hand Placed Sand Blasting (Wet)

Handlers or Mixers of all Materials of an irritating nature (including Cement & Lime)
Hazardous Waste Worker
Hazardous Waste Worker (Level A)
Hazardous Waste Worker (Level B)
Hazardous Waste Worker (Level C)
Hazardous Waste Worker (Level D)
HDPE or similar liner installer
High Scalers, Strippers and Drillers Covers
Work in swinging stages, chairs or belts, under extreme conditions unusual to normal drilling, blasting, barring down or slopping and stripping
Jackhammer
Landscaping & Planting & Irrigation
Sprinkler Systems
Laser Beam
Laser Beam (pipe laying) – applicable when employee assigned to move, set up, align
Laser Beam (Tunnel) – applicable when employee assigned to move, set up, align
Laserbeam Operator
Lead Abatement Worker
Leverman or Aggregate Spreaders (Flaherty and similar types)
Loading Spotters
Loop Installation
Maintenance Person
Manhold Building
Manhole Builder-Mudman
Material Yard Man (including electrical)
Material Yard Person
Miner
Miner Class A, B, C, and D
Mold Abatement Worker
Monitor Operator, air track or similar mounting
Mortar Mixer
Mortarman & Hodcarrier
Motorman-Dinky Locomotive

Nozzleman (concrete pump, Green Cutter when using combination of high pressure air & water on concrete & rock, sandblast, Gunitite, shotcrete, Water Blaster, Vacuum Blaster)	Ribbon Setter, Head
Nozzleman, water (to include fire hose), air or steam	Ribbon Setters (including steel forms)
Nuclear Plant Worker – Lead Shield	Rigger/Signal Person
Pavement Breaker	Rip Rap Person
Pilot Car	Riprap Man
Pipe Doping & Wrapping	Rivet Buster
Pipe Layer (Lead)	Road Pump Tender
Pipe Layer/Tailor Calker	Rodder & Spreader
Pipe Pot Tender	Sand Blasting (dry)
Pipe Reliner	Sandblast Tail hoseman
Pipe Wrapper	Sand Hog
Pipe layer	Scaffold Erector
Pipe layer – all types	Scaffold Tender
Pittsburgh Chipper Operator or similar types	Scale Person
Plasterer Tenders	Sewer Labor
Post Hold Digger, air, gas or electric	Sewer Timbermen
Pot Tender	Shield Operator
Powderman	Skipman
Powderman Helper	Sloper (over 20”)
Powderman Tender	Sloper Sprayer
Power Buggy Operator	Slopers
Power jacks	Spraymen
Power Saw Operators (bucking & falling)	Spreader (Concrete)
Power Tool Operator, gas, electric, pneumatic	Stake Chaser
Pressure Washer	Stake Hopper
Pumpcrete Nozzleman	Stock Piler
Railroad Equipment, power driven, <u>except</u> dual mobile power spiker or puller	Structural Mover
Railroad Power Spiker or Puller, dual mobile	System Laborers
Railroad Spike Puller – Power	Tail hoseman (water nozzle)
Railroad Track Laborers	Tamper & Similar electric, air & gas operated tools
Remote Equipment Operator	Tamper (multiple & self-propelled)
Re-Timberman	Tie Back Shoring
	Timber Bucker & Faller (by hand)
	Timber Person – Sewer (lagger, shorer & cribber)
	Tool Operators, includes but is not limited to: Dry Pack Machine, Jackhammer
	Toolroom Person (at jobsite)
	Topper

Track Laborer
Track Liners
Traffic Control Laborer
Traffic Control Supervisor
Trencher, Shawnee
Trenchless Technology Technician
Truck Loader
Truck Spotter
Tugger Operator
Tunnel work
Vibrating Screed
Vibrator

Vinyl Seamer
Wagon Drills
Watchman
Water Blaster
Water Pipe Liner
Weight-Man-Crusher (aggregate when used)
Welder
Welder, electric, manual or automatic
Well Point Laborer
Wheelbarrow, power driven
Window Washer/Cleaner