



ELECTRICAL
MANAGEMENT
GROUP *of Washington*

"Training for tomorrow, today."

POLICY

HANDBOOK

Revised January 2023

I.	COMMITTEE ADMINISTRATION.....	4
II.	COMMITTEE COMPOSITION	4
A.	Membership and Selection of members.....	4
B.	Officers.....	4
C.	Removal of Committee Members.....	4
D.	Quorum.....	4
III.	COMMITTEE DUTIES	5
A.	Meetings	5
B.	Apprentice Representation.....	5
C.	Agenda.....	5
D.	Delegation.....	5
E.	Committee Duties.....	5
IV.	RESPONSIBILITIES OF APPRENTICES.....	5-6
A.	Probationary Period.....	5
B.	Duties of an Apprentice	5
C.	MPR'S	6
D.	Reporting a status change.....	6
V.	EMPLOYMENT POLICY	7-8
A.	Employment Termination	7
B.	Employment Acceptance	7
C.	Approved Training Agents.....	7
D.	Supervision	7
E.	Apprentice Ownership of a Company.....	7
F.	Side Work in the Trade	7
G.	Indirect Supervision Card.....	7
H.	Violation of the Licensing Laws.....	8
I.	Experience in all Work Categories	8
VI.	RELATED TRAINING POLICY.....	8-10
A.	Schedule	8
B.	Tuition	8
C.	Books	8
D.	Absentee Policy.....	8-9
E.	Grades	9
F.	Tuition Refund Schedule	10
G.	Classroom Behavior	10

VII.	CREDIT FOR PREVIOUS EXPERIENCE.....	10-11
A.	Request for previous experience and Credit allowed	10-11
VIII.	ADVANCEMENT (STEP INCREASE) POLICY.....	11
A.	Advancement in the Program.....	11
B.	Advancement Criteria.....	11
C.	Scheduled step increases	11
IX.	RECOMMENDATION TO TAKE GENERAL JOURNEYMAN EXAM	12
A.	Recommendation Criteria	12
B.	Journey Exam Process	12
X.	GRIEVANCE PROCEDURES.....	13
A.	Expressing a grievance	13
B.	Committee Action.....	13
Training Agent Policy Manual.....		15-17
	General responsibilities of employers	15
A.	Handbook	15
B.	Training Agent approval.....	15
C.	First apprentice selection option	15
D.	Supervision of apprentices	16
E.	Work and related training.....	16
F.	Ready for Employment List Procedures	16
G.	Requesting a new apprentice	16
H.	Violation of Ratio Rules	16
I.	Violations of Licensing Laws.....	16
J.	Training Agent Contribution Agreement.....	16
K.	Wage Survey	16
L.	Davis-Bacon/PW Work	16
M.	Semi-Annualual Apprentice Evaluations	16

WELCOME TO APPRENTICESHIP

Congratulations on your acceptance into the Electrical Management Group (EMG) program. We are pleased that you have chosen the electrical field as your career. You have chosen a pathway that will continually challenge your physical and intellectual abilities. You have selected the most regulated of the building trades. The electrical field is rewarding, ever-changing, often, very demanding, and will require continuous education for your entire career.

The EMG Program will provide you with the knowledge to advance your career, obtain job satisfaction, and ultimately provide you the ability to secure a brighter financial future.

It is the intention of the program to offer you the opportunity to obtain the following:

- 8,000 hours of On-The-Job Training
- 752 hours of classroom instruction
- Semi-annual wage increases
- a Certificate of Completion
- A referral to take the State General Journeyman Electrician's exam upon completion of this program.
- The right to have a speaking forum before the EMG Committee. This committee meets monthly on the third Wednesday. The Committee consists of dedicated employer and employee members who aim to assist you through the apprenticeship program.

This handbook was prepared to inform you of the rules and regulations governing the Apprenticeship Program. The rules and policies outlined in this manual adhere to state and federal standards for the electrical trade. Please read this handbook; if you have questions, we are here to help.

Thank you for choosing an apprenticeship.

I. Committee Administration:

Please, forward all communications and inquiries to the below address. Please check our web page for hours of operation.

Electrical Management Group
1108 NE 146th St., Suite J
Vancouver, WA 98685

Phone: 360-996-1560
info@emgow.com

II. Committee Composition

- A. Membership** - Membership on the Committee shall consist of equal numbers of principal employees and employers, not exceeding four. Alternate Employer and Alternate Employee members may be selected on a ratio of one Alternate Member per Principle Member.

Employer Representatives- Private industry is responsible for selecting employer representatives. Representatives of employees or an employee organization that represents the industry may submit nominations for up to four principal employer members. After the initial nomination of an individual to become an employer representative, the current EMG *employer* members will use a majority vote to accept or deny a new employer position on the committee. *Definition:* An owner, officer, or person of an EMG training agent with authority to sign legal documents and have fiduciary responsibility within the company.

Employee Representatives- Employees or their organizational representatives are responsible for selecting employee representatives. Representatives of employees or an employee organization that represents the concerned employees and is involved in the subject occupation may submit nominations for up to four principal employee members. After nominating an individual to become an employee representative, the current EMG *employee* members use a majority vote to accept or deny a new employee position on the committee. *Definition:* Employee representatives must be or have skilled practitioners in their occupation.

- B. Officers** - The Committee members shall elect a Chairperson and a Secretary from the Committee members. One of the officers must be an Employer member, and the other an employee member. The officers shall serve no less than one (1) year and no more than two (2) years without a contested secret-ballot election
- C. Removal of Committee Members** - Committee members may be removed only for inactivity, low activity, or failure to abide by A member who fails to attend three (3) consecutive regularly scheduled Committee meetings without cause may be deemed inactive.
- D. Quorum** - A quorum shall consist of two (2) Employers and two (2) employee members

III. Committee Duties

- A. **Meetings** – The Electrical Management Group, EMG meetings are held on the third Wednesday of the month at 6:00 PM at the EMG offices located at 1108 NE 146th Street, Suite J, Vancouver, WA 98685. Occasionally, content-allowing committee meetings may be held online through e-mail, with no physical attendance required.
 - B. **Apprentice Representation** – Apprentices may select a person from each class to represent them at all Committee meetings. This individual shall not have a vote but may voice apprentice concerns.
 - C. **Agenda** – Requests for placement of an item on the agenda shall be made to the EMG through its administrative staff. All documents for committee review must be submitted to the committee ten business days before the scheduled meeting. No unsubmitted documents will be considered.
 - D. **Delegation** – The Committee may authorize an individual employed by a trade association or industry trust to perform any clerical, ministerial, or other functions as the Committee may direct.
- 1. **Committee Duties** – as specified previously

IV. Responsibilities of Apprentices

- A. **Probationary period** – Per the standards, the probationary period is 1600 OJT or 1 year from the apprentice's indenture date, whichever comes first. During this period, either party may terminate the Apprenticeship Agreement upon written notice to the Apprenticeship Division of the Labor and Industries. This probation is separate from any disciplinary punishment that may be imposed for a rule violation.
- B. **Duties of an Apprentice**
 - 1. Diligently and faithfully perform work assigned by your supervisor
 - 2. Develop and practice safe work habits
 - 3. Always conduct yourself neatly and professionally.
 - 4. Attend and pay for all required related training classes, materials, and books
 - 5. Advance in the program at an acceptable pace
 - 6. Keep the Committee informed of your current address, phone number, and employer through the EMG web page and the administrative staff.
 - 7. Work for EMG-approved training agents only
 - 8. Submit OJT hours monthly through the EMG online reporting system on or before the 10th of each month.
 - 9. Inform the committee every week if you are out of work.

C. Monthly Progress Reports (MPRs)

Apprentices must submit, by e-mail, correctly completed monthly progress reports. MPRs must be entered via the EMG web page at www.emgow.com on or before the 10th of each month for the previous month's hours. Any MPRs received after the 10th of the month will be considered as late and may affect your subsequent scheduled step increase. Should the 10th of the month fall on a weekend or a holiday, you will have until the next business day to submit your MPR with no late penalties.

1. Proper Facilitation of your MPR

- ☐ All hours must be submitted in half or a whole hour
- ☐ Any false information provided on an MPR will be considered fraud and grounds for immediate cancellation from the apprenticeship program.
- ☐ Apprentices out of work must provide monthly progress reports with 0 hours.
- ☐ The EMG only accepts MPRs submitted through the EMG online system
- ☐ Any MPR submitted 60-days late will not be added to the apprentice hour bank or counted

2. Late MPRs will be assessed as disciplinary penalties as follows.

- ☐ **First Occurrence** - written notices to the apprentice with a copy of the notice placed in the apprentice file
- ☐ **Second Occurrence** – a written notice to the apprentice with a copy of the notice placed in the apprentice file and a 30-day hold on the subsequent step increase.
- ☐ **Third Occurrence** – a written notice to the apprentice with a copy of the notice placed in the apprentice file and a 60-day hold on the subsequent step increase. Four or more late MPRs in 12 months may result in a cite to appear notice to address the issue with the EMG.

3. Any other disciplinary action deemed appropriate by the Committee, such as, but not limited to - Disciplinary probation and or action for a period set forth at the committee's discretion or cancellation from the apprenticeship program

Reporting a status change - If you have any status changes, the EMG requires that you submit the change to the EMG through the EMG web page.

- ☐ if you have a change of address or phone number ("My contact information" section)
- ☐ if a change of employer ("choose training agent" section)
- ☐ Absence from school ("respond to an absence" section)

E. Addressing the Committee – any apprentice wanting to address the committee must be placed on the agenda for the next meeting. This can be accomplished by submitting a message through the EMG web page in the "Request committee meeting" section, e-mailing an EMG staffer, or contacting the office

V. EMPLOYMENT POLICY

- A. Employment termination** – It is the responsibility of the apprentice to maintain consistent employment with an approved EMG training agent. Suppose the apprentice is terminated or voluntarily terminates his/her employment. In that case, the apprentice must submit within ten days of the separation an e-notification to the EMG through its webpage, in the “Choose Training Agent” section unselecting the former training agent and clicking on the name of the new training agent.
- B. Approved Training Agents** - Only hours acquired while working for a registered training agent with the EMG will count towards the advancement and completion of the program. The apprentice shall be held responsible if it is determined that he/she is working for a non-registered or suspended training agent. Any on-the-job training hours accumulated during employment with a non-registered or suspended training agent **will not** be credited to the apprentice and will result in the apprentice being cited to appear before the committee to explain his/her lack of progression in the program. A list of all approved training agents is available upon request at the EMG administrative office
- C. Supervision** - An apprentice must be directly supervised by a licensed journey-level electrician, always employed with the same company. The only time an apprentice can work unsupervised is when he/she has been approved for an indirect supervision license (see item G for explanation and restrictions). All other apprentices **must be supervised**.
- D. Side Work in the Trade** - "Moonlighting" or "Working on the side" as an electrician is in direct violation of the licensing law and is cause for immediate cancellation
- E. Indirect Supervision Card** –An 8th-period apprentice must have 7000 hours of on-the-job training and have completed related training appropriate for this number of OJT hours to receive an indirect supervision license. This license allows an apprentice to assist a journeyman or supervising electrician on the same job site and the same shift as the apprentice in performing electrical work authorized in the trade or branch of the trade in which the apprentice is indentured without direct supervision.
- F. Violation of the Licensing Laws** - Any Apprentice found working in violation of the licensing law will be subject to any disciplinary action seen fit by the EMG up to and including termination from the program. The Apprentice will be cited to appear and show cause as to why the agreement should not be canceled. Disciplinary action for violations of the licensing law will be considered on a case-by-case basis.
- G. Experience in all Work Categories** – The apprentice and the training agent's responsibility is to ensure that the apprentice achieves the correct number of hours in each proper work category. An apprentice will not be referred to the exam if the minimum required number of hours in each required category has not been satisfied.

VI. RELATED TRAINING POLICY

- A. Schedule** - Each apprentice will attend the required classroom instruction, including lab classes. Classes are held at the Northwest Institute of Electrical Technology at the Vancouver campus at 1006 NE 146th Street, Vancouver, WA 98685, or at the training center in Pasco.
- B. Tuition** – Apprentices must register for related training and pay the required tuition each term. Your tuition will be payable to the EMGOW on or before the end of the first week of any new school term. Failure to pay tuition in the timeline directed by the EMG may cause late fees, removal from class resulting in an unexcused absence, and possible termination.
- C. Books** - The apprentice must purchase the required books for the class he/she will attend. Information regarding book purchases will be made available before the start of school each year.
- D. Absentee Policy** – it is required that each apprentice attends all related training classes as mandated by the committee. Failure of an apprentice to sign the nightly class roster will be assumed as an absence and recorded as such. Instructors cannot repeal this absence

Three absences in a single term will result in the apprentice failing the term and being cited to appear at the next scheduled committee meeting to discuss what actions will be taken.

Three absences in a school year will result in a 60-day hold of the subsequent scheduled step increase and a proposed cancellation notice informing the apprentice that they are now required to take a mandatory Saturday Class at their expense before being able to advance to the next period. Saturday Class is scheduled once a year in June of the current academic year.

Four absences in a school year will result in a 90-day hold of the subsequent scheduled step increase, a proposed cancellation notice, and the requirement of attending Saturday School.

Five absences in a school year will result in the apprentice being required to repeat the entire year of school or be terminated from the program.

- d. Any apprentice failing to sign in on the class roster will be appointed with an absence. It is required that all students sign in for each class that they attend.
- 5. Any apprentice showing up for class 15 minutes late will be turned away from class by the instructor, and the tardiness becomes absent. Any apprentice who abuses this 15-minute guideline will be cited before the committee to address the issue of timely participation.
- F. **Grades** –Apprentices must maintain a solid 2.0 grade point average (70% or above) for every term of related training. Should the apprentice not pass any term of related training with a GPA of 2.0 or better, that apprentice shall be held at their current pay period until the failed class is made up and passed with a GPA of 2.0 or better.

- G. Tuition reimbursement**– either for termination or drop out for any reason. Special allowances will be made for military deployments

On or before the end of the 2nd week of classes	80%
On or before the end of the 3rd week of classes	40%
On or before the end of the 4th week of classes	25%
After the end of the 4th week of classes	NONE

- H. Classroom Behavior** - Apprentices are expected to always exhibit orderly behavior in the classroom and on all NWIET properties. The Northwest Institute of Electrical Technology is a “no tobacco,” “no firearms” facility. No persons shall be allowed to chew, use vapor products, or smoke anywhere in the building, including but not limited to the bathrooms, classrooms, offices, or labs at any time. No persons are allowed to bring firearms onto any NWIET campus, grounds, or inside the training facility. Any person causing physical harm to the training center, its inhabitants, or its contents will be terminated from the apprenticeship program. No lewd gestures or vulgar language will be allowed at any time. Any harassment of instructors, staff, or fellow students, including sexual harassment, verbal harassment, obscene gestures, or offensive attire, will result in a proposed cancellation notice issued to the offending person requiring him/her to appear before the committee to explain his/her insubordination resulting in possible removal from the apprenticeship program.

VII. CREDIT FOR PREVIOUS EXPERIENCE

A. Request for previous experience

Approval for previous experience is determined in the following manner: Only hours on file with Labor and Industries will be approved for previous experience or advancement.

VIII. ADVANCEMENT (STEP INCREASE) POLICY

- A. Advancement in the program** – Each apprentice is expected to advance at 6-month intervals. Step increases are considered two times per year. The schedule for step increases is as follows.

MPRs for the period of June 1 through November 30 of any calendar year will be reviewed at the December EMG meeting, with the step increase becoming effective on January 1.

MPRs for the period of December 1 through May 30 of any calendar year will be reviewed at the June EMG meeting, with the step increase becoming effective July 1.

Any persons not receiving a step increase due to short OJT, short RT hours, or a hold placed on them by the EMG will be evaluated month-by-month, case-by-case basis.

B. Advancement Criteria - Advancements in the Apprenticeship program will be based upon the following criteria:

1. Related training – Apprentices must maintain a 2.0 GPA upon the completion of each term of school. Apprentices not receiving a grade average of “C” (2.0) or better for the school term will be required to re-take the failed term/year and will be “held” at his /her current period until the failed classes are completed.

On-the-Job Training (OJT) - Each apprentice must accrue the minimum required OJT hours every six months. Apprentices who do not accrue these hours will not be considered for advancement. Apprentices lacking OJT hours may be cited to appear before the committee for “Failure to Progress.”

It is at the discretion of the EMG whether an apprentice will advance to the next level of related training. Any apprentices not obtaining the minimal on-the-job training hours may be held at his or her current year of related training until OJT hours catch up to the level of related training instruction.

C. Schedule for Step Increases

1 st to 2 nd –	a minimum of 1000 OJT hours and a “C” or better for the 1 st year/1 st term
2 nd to 3 rd –	a minimum of 2000 OJT hours and a “C” or better for the 1 st year completion
3 rd to 4 th –	a minimum of 3000 OJT hours and a “C” or better for 2 nd year/ 1 st term
4 th to 5 th –	a minimum of 4000 OJT hours and a “C” or better for 2 nd -year completion
5 th to 6 th –	a minimum of 5000 OJT hours and a “C” or better for 3 rd year/1 st term
6 th to 7 th –	a minimum of 6000 OJT hours and a “C” or better for 3 rd -year completion
7 th to 8 th –	a minimum of 7000 OJT hours and a “C” or better for the 4 th /1 st term
8 th	to completion–

IX. RECOMMENDATION FOR THE GENERAL JOURNEYMAN EXAM

A. Recommendation Criteria - The criteria set forth for exam referral shall be.

1. Completion of the 8th period in the Apprenticeship Program with a minimum of 8000 hours of On-the-Job Training in the proper work categories **and**,
2. Completion of the required related training with a grade of “C” or Better for all four years, **and**
3. Monthly progress reports current and accurate, current CPR/ First Aid card on file **and**
4. No mandated holds for attendance or late paperwork, or any other insubordination

B. Journey Exam process

Apprentices will be referred to the exam upon completing 732 hours of related training instruction and 8000 hours of legally obtained OJT hours. Once an apprentice is referred, he/she has 6- months from the date of that referral. Apprentices must remain in related training classes until they are notified that they have passed their journey exam or completed it. Any apprentice referred to the exam but failing to accrue OJT hours and/or attend related training classes after their referral is completed from the program without the benefit of a license.

X. GRIEVANCE PROCEDURES

Expressing a grievance – Any individual having a grievance against the EMG shall submit a written complaint in person, with any accompanying documentation, to the Committee at any regularly scheduled meeting.

Committee action – The program director can act upon and resolve most procedural complaints if the program director is unable to assist you in resolving any issue. The Committee will review the facts (contacting the person or persons involved, if necessary) and take appropriate action.

If the Committee cannot resolve the complaint or one of its members is personally involved, the Committee will provide information regarding the appropriate agency or EEO Office to contact.

GENERAL RESPONSIBILITIES OF EMPLOYERS:

All new training agents are placed on one-year administrative probation upon acceptance into the EMG. In the event of failure to pay training agent fees promptly, working unlicensed individuals, ratio violations, or any other disregard for the rules and regulations of the EMG, you may be terminated of your ability to train our apprentices for a minimum period of 12 calendar months from the date of your termination. If your training agent status is revoked, your apprentices will be informed that they have 30 days to seek other employment. You may apply for new training agent status after your 12-month termination is complete.

- A. **Handbook** - Contractors, also known as Training Agents (TAs), will be furnished a copy of the Policies Handbook for Apprentices and Training Agents (employers). All registered TA's must agree to comply with its provisions. After reading the policy book, all TAs will be asked to sign the page of this book acknowledging receipt of the Committee's policies.
- B. **Training Agent Approval** - Employers requesting approval must be licensed electrical contractors in the State of Oregon/Washington and within the geographical jurisdiction of the EMG. Also, the contractor must submit to the EMG the following documentation to be retained in their training agent's file:
 - ❑ Application from Labor and Industries
 - ❑ Copies of all journey-level employee licenses,
 - ❑ Copies of all administrator and supervisor licenses,
 - ❑ Copy of Business license,
 - ❑ Ratio verification form,
 - ❑ Signed Policy and Procedures Handbook page,
 - ❑ Signed Training Agent Contribution Agreement for Trust, and
 - ❑ A check for the required application fee.

The contractor must have a functioning office separate from areas such as bedrooms, kitchens, living rooms, etc., and that office must be within the geographical jurisdiction of the EMG. The Contractor must employ a Washington State Administrator, a company's full-time employee. Suppose the signing supervisor is not the registered owner of the electrical company. In that case, the EMG does require copies of payroll records showing that the reported signing/administrator supervisor is a full-time employee.

- C. First Apprentice Selection Option** - New TA's requesting to bring existing employees into the apprenticeship program may do so if the EMG has approved the employee through its administrative staff. Proper documents must be furnished verifying that the employee(s) meet all the required minimum qualifications. The new employer may grandfather in, one time, as many apprentice selections as the requesting company employs full-time journeypersons to support the legal ratio.
- D. Employer Supervision of Apprentices** - Approved training agents must always ensure their apprentices are directly supervised by a licensed journeyman electrician or a licensed supervising electrician within the company's employ. Any Training Agent found to be working outside the licensing laws or ratio guidelines is subject to temporary suspension and cancellation. Each incident will be considered on a case-by-case basis.
- E. Work & Related Training** - TA's will not assign an apprentice work that would cause the apprentice to miss a scheduled related training class.
- F. "Ready for Employment" List Procedures** - The applicant at the top of the list may refuse a maximum of two employment opportunities without loss of position on the list. The third refusal of an employment opportunity will result in the applicant being removed from the Pool of Eligible Applicant list.

When a Training Agent requests an applicant from the list, the applicant is given 24 hours to make a confirmed contact with the training agent. Failure to make a confirmed contact within 24 hours of notification will be construed as refusing an employment opportunity. Then, the next applicant on the list will be contacted for hire. The training agent must confirm the applicant's employment, or reason for rejecting, in writing within three working days of notification and prior referral of another applicant.

Failure of an applicant to maintain a current telephone number with the EMG through its administrative staff will result in a loss of employment opportunity. It will be construed as a refusal of employment. Then, the next applicant on the list will be contacted. In each instance where a training agent has requested an applicant from the Ready for Employment list, an applicant either does not return a call or refuses employment. It must be reported in writing to the Committee through its administrative staff within three working days.

- G-1 Requesting of a New Apprentice** – A training agent requesting to indenture a new apprentice to the EMG must do so according to the approved selection method for the Committee. If the out-of-work list has ten or more names, the ready-for-work list will not be released. The committee requires that indentured apprentices have the first opportunity for employment before any new applicants may be dispatched.

- G-2** Any training agent found to be employing an individual who is not a registered apprentice with the EMG will be cited to appear before the committee to address the issue of using non-licensed individuals. Apprentices indentured to a different program in a different geographical location are not legally able to work as apprentices for EMG training agents until they have formally obtained a transfer from their existing program, been accepted into the EMG program, and have received an apprenticeship agreement number from LNI.
- H. 1 Violation of Ratio Rules** - All reported ratio violations, either verbal or in writing, regarding journeypersons to apprentices will be investigated by the Committee. Any Training Agent found to be working outside the licensing laws or ratio guidelines is subject to temporary suspension and possible cancellation. Each incident will be considered on a case-by-case basis.
- I. Violation of Licensing Laws** - A violation of the State Electrical licensing law that results in a civil penalty will result in the suspension or cancellation of training agent status. Apprentices will be allowed a maximum of 30 days to leave the company.
- J. Training Agent Contribution Agreement** - Any Training Agent refusing to execute and comply with the Training Agent Contribution Agreement will be terminated as a training agent. Any apprentices in the training agent's employ will be required to obtain employment with a registered training agent. Training Agents who become 30 days or more in arrears with their training agent fees will be required to attend the next regularly scheduled EMG meeting to address the Committee on this violation. Failure to pay monthly invoices on a timely basis is grounds for suspension or termination of training agent status.
- K. Wage Survey** - Wage Survey requests will be mailed to all training agents annually. Wage surveys must be returned to the EMG through its administrative staff within 30 days of receipt. The results will be calculated and approved at the next regularly scheduled EMG meeting and made effective on January 1 of the following year. Any training agent not responding to the wage survey will be terminated as a training agent with the EMG.
- L. Prevailing Wage/Davis-Bacon Work** -Registered apprentices are to be listed as electrical apprentices on a PWR report even if the duties they perform are not under their license's work processes. EXAMPLE: an apprentice performing the duties of a "laborer" cannot be listed as a laborer on the PWR report. They are still electrical apprentices. Also, any hours performed by the apprentice and claimed on the PWR report that is not electrical related cannot be claimed by the apprentice on their monthly progress report.

The EMG does not allow the use of electrical apprentices out of the scope of their license and will call into review any training agent using apprentices as such. Using apprentices for work processes outside of the electrical trade impedes the apprentice from achieving his/her goals and time frame of completing the apprenticeship.

Apprentices are not to be used as "General Laborers." Any hours that an apprentice works that are not directly "electrical" may not be counted on his or her monthly MPR. If an apprentice reports any hours that are not electrical on his or her monthly MPR, this is fraudulent and grounds immediate termination from the apprenticeship program.

Apprentices registered to the EMG are registered under the license of “Inside Wireman.” Suppose you are performing a PW project of a lesser license, such as Limited Energy or Residential. In that case, the apprentice is allowed to work on those jobs under proper supervision, but you are **not** allowed to pay them the lesser wage that may be associated with the lesser license. You must pay the apprentice the rate for his/her license no matter their duties.

Semi-Annual Apprentice Evaluations

On a semi-annual basis, each training agent will receive an apprentice evaluation form, which is required for each apprentice the training agent’s employs. The training agent’s answers may or may not affect the Committee’s decision but will be carefully considered. A delay in responding to this evaluation that results in an apprentice not receiving his/her scheduled step increase violates this plan and the training agent agreement. It may result in the termination of the training agent status.

TRAINING AGENT DISCIPLINARY POLICIES

1. PROBATIONARY PERIOD

The first year of initial registration as a training agent will be considered a probationary period. Failure to comply with all the rules and regulations of the committee, Labor, and Industries may result in immediate cancellation of training agent status.

2. DISCIPLINARY ACTION

The committee may request and review information indicating that a training agent may violate apprenticeship standards, policies, or procedures. If the committee determines that a violation did occur, they will cite the training agent to appear at the next committee meeting to discuss the issue(s). Failure to appear will result in proposed cancellation, and the committee may consider cancellation depending on the circumstances. Apprentices working for a canceled training agent will be notified, placed on the out-of-work list, provided a training agent list, and given a timeframe to find new employment.

Training Agent Disciplinary Probation

The committee may impose disciplinary probation to correct a problem with a training agent. This is a formal agreement between the committee and the company defining the problem, the corrective action the company must take, and a timeline. If the training agent breaks the agreement, the committee may take further disciplinary action.

If a registered training agent with the EMG comes under committee, WA L&I investigation, the following will occur:

Cite to Appear - The training agent will be cited to appear at the next committee meeting as a part of their investigation. A representative from the company must attend that meeting. Failure to attend will result in the cancellation of training agent status. The cancellation letter will be mailed by certified mail.

1) Disciplinary Probation

The training agent will be placed on disciplinary probation until the EMG has completed the investigation and has come to a decision.

2) Suspension of Hiring of Apprentices

The training agent will be suspended from hiring any new or replacement apprentices until the conclusion of the investigation. Existing apprentices may continue employment throughout the investigation unless the committee or WA LNI determines that extenuating circumstances warrant immediate removal. The program director may audit apprentice payroll records at any time.

3) Submit Documentation

The training agent may be required to submit the following documentation to the EMG for the specified period under investigation within two weeks of the request from the committee:

- Pay stubs for all apprentices for every pay period
- Timesheets for all apprentices for every pay period, including:
 - Date of job
 - Job site number or name
 - Address of the job
 - Start and end time for each day
 - Electrical permit (full or minor) number and authority with jurisdiction for each job
 - Scope of work for the job
- Timesheets for all journey workers supervising apprentices on jobs for each pay period. This is to ensure the proper daily supervision of apprentices. With these timesheets, please include:
 - Date of job
 - Job site number or name
 - Address of the job
 - Start and end time for each day
 - Electrical permit (full or minor) number and authority with jurisdiction for each job
 - Scope of work for the job

Copies of certified payroll for any prevailing wage jobs that apprentices were working on
Failure to submit the above documentation by the deadline specified by the committee will result in the cancellation of the training agent status. The cancellation letter will be emailed and mailed by certified mail.

READMISSION

The committee will not consider the readmission of an employer whose training agent status was terminated/removed/canceled for cause from this program for one year after the cancellation date. The committee may place these reapplying training agents on disciplinary probation at their discretion for a specified period. Suppose the training agent violates any rules, policies, or standards set by Washington LNI or the EMG while on probation. In that case, the committee may cancel the training agent, and they may not reapply for three years from the date of cancellation.

An example of approving a returning training agent who canceled the previous year for cause and was placed on disciplinary probation by the EMG. Training Agent signed and has agreed to these terms.

The EMG Electrical committee acted on January 21 to accept (company name) to reenter as a registered EMG agent and agree to the following probationary terms:

- 3-year probation with an annual evaluation
- Employ one apprentice for the first year
 - The restriction of the number of apprentices allowed will be reevaluated at the January 20-- meeting

I have read and received a copy of the EMG Rules, Policies, and standards. I understand that any violation of the rules, policies, or standards set by WA L&I or the EMG will result in termination as a training agent. I will not be able to re-apply for three years from the date of cancellation.

Or association with any one of a particular sex, sexual orientation, race, color, age, national origin, or religion, and uniformly apply rules and regulations concerning harassment to all employees.

Unwelcome verbal and physical advances, requests for favors, and other verbal and physical conduct constitute harassment when:

1. Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment/training.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment/training decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or training environment.

The EMG reserves the right to update, change, or modify this agreement.

APPRENTICE AGREEMENT

The Electrical Management Group of Washington does not allow the use of electrical apprentices out of the scope of their license and will call into review any apprentice doing such. Performing work processes out of the electrical trade impedes the apprentice achieving his/her goals and time frame of completing the apprenticeship.

Apprentices are not to be used as "General Laborers". Any hours that an apprentice works that are not directly "electrical" may not be counted on his or her monthly MPR. If an apprentice reports any hours that are not electrical on his or her monthly MPR this is considered to be fraudulent and grounds for immediate termination from the apprenticeship program.

I acknowledge that I have received the EMG Apprenticeship Training Committee Policy Handbook. I understand that this is to be read and observed by all Apprentices and Training Agents as prescribed by the EMG.

Apprentice Name _____

Apprentice Signature _____

Date _____

Failure to sign and return this agreement within 30 days of acceptance into EMG may result in the termination of your apprenticeship agreement with the EMG.

Please return this signed page only. The remainder of this document is to be kept in your records for future reference. The EMG reserves the right to update, change or modify this agreement.

The EMG reserves the right to handle each apprentice as an individual. We strive to be consistent on all decisions, but where an apprentice's track records are different, we may, at our discretion, adjust or change penalties to match with the apprentice's actions.