



**STANDARDS OF APPRENTICESHIP
Adopted by**

NORTHWEST LINE CONSTRUCTION INDUSTRY JATC

(sponsor)

<u>Skilled Occupational Objective(s):</u>	<u>DOT #</u>	<u>Term</u>
CONSTRUCTION LINEMAN	821.361-018	7000 HOURS



**APPROVED BY the
Washington State Apprenticeship and Training Council (WSATC) and Recognized
by the Oregon State Apprenticeship and Training Council (OSATC) under the
Terms and Conditions of the Reciprocal Agreement**

**REGISTERED WITH the
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530**

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Revised Standards Recognized by OSATC

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The terms journeyman, journeymen, lineman, linemen, and craftsman as used in these standards are meant to define a recognized level of competency and includes both male and female.

The Electrical Industry, although comparatively new in years, is one of the most rapidly changing and expanding industries in this country today. The amount of electrical energy consumed by our homes, businesses, and an industry continues to increase. The challenge of transmitting this increased amount of energy from the generating stations and distributing it to the many customers is bringing about many changes in the construction and maintenance techniques employed by operating companies. This in turn requires increased training for the linemen in the outside construction and maintenance field.

The electrical trade is unique in that it is mechanical and technical. It must select people who have a natural aptitude for using tools and at the same time, are gifted enough to master the intricacies of electrical science, who can and will keep up with the progress of the Industry, and master a knowledge of the thousands of installation and maintenance procedures.

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The Electrical Industry, by its very nature, places a high degree of personal responsibility on the individual journey-level worker. While supervision is provided on many jobs, the individual worker is still called upon constantly to make decisions regarding the best and safest method of installation to produce a given result.

Electrical installation today has become very complex. To meet the increased electrical demand, voltages, both transmission and distribution, have been steadily increasing. This change brings about changes in materials, tools and equipment. The public must be assured of safety and uninterrupted service. This requires not only skill but also knowledge on the part of the person performing the work.

The Area Joint Committee representing the parties to the area training agreement has dedicated its time to develop an efficient program of apprenticeship so that the apprentice of today, through a systematic program of related instruction and on-the-job training can become the qualified all-around journey-level employee of tomorrow. The degree of success that the Joint Committee has in its operation will depend entirely upon the willingness of the various segments of the Electrical Industry in the area to cooperate in this type of joint activity.

All functions of the Committee shall be on the basis of non-profit endeavor for the good and welfare of apprenticeship and training for the Industry, and for the best interest of the apprentice, management, labor, and the public.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these standards shall be the State of Washington.

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

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

A. ENTRY LEVEL ENTRANCE:

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- Age: **At least 18 at the time of application (must provide evidence of minimum age as required by the JATC, in accordance with State laws and regulations).**
- Education: **Be at least a high school graduate, or have a GED and show evidence of successful completion of: one full credit of high school algebra with a passing grade of "C" or better, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade of "C" or better. Provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.**
- Testing: **None**
- Physical: **Be physically and mentally able to perform the work of the trade. Selected applicants may be required to provide evidence of fitness.**
- Other: **1. Must complete an application form, accurately responding to all questions and items including statements indicating that they are:**
- a. Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - b. Able to get to and from work at job sites anywhere within the geographic area that this apprenticeship program covers.**
 - c. Able and willing to attend all related classroom training as required to complete their apprenticeship.**
 - d. Able to climb and work from ladders, scaffolds, poles and towers of various heights.**
 - e. Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
 - f. Able to read, hear and understand instructions and warnings.**
- 2. Submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.**

-OR-

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B. EXPERIENCED ENTRY:

- 1. Individuals who can verify (by providing undisputable evidence) that they have worked a minimum of four thousand (4000) hours specifically in the electrical line construction trade (work experience must include climbing and other trade related work applicable to that of a Lineman or Line apprentice, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. To qualify under this provision, applicants must complete an application form, accurately responding to all questions and items including statements indicating that they are:**
 - a. Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - b. Able to get to and from work at job sites anywhere within the geographic area that this apprenticeship program covers.**
 - c. Able and willing to attend all related classroom training as required to complete their apprenticeship.**
 - d. Able to climb and work from ladders, scaffolds, poles and towers of various heights.**
 - e. Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
 - f. Able to read, hear and understand instructions and warnings.**

- 2. Provide the Area Joint Apprenticeship and Training Committee (AJATC) proper, undisputable documentation that defines their experience in the electrical line construction industry. This documentation must be comprised of official documents such as letters from qualifying company officials on company letterhead confirming experience or notarize sworn statements. These documents must outline the classification of work performed and the hours in each category. Such documentation must remain with the applicant's record. The AJATC will examine all documentation submitted to determine qualification of the applicant. The AJATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate. An absolute minimum of four thousand (4000) hours of Electrical Line Construction Work experience (including climbing) must be proven to meet this qualification. No other form of electrical experience/training or construction experience will be given credit under this provision. (Note: Meeting this qualification allows the applicant to be interviewed during the normal selection process - this is NOT a form of direct entry) If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.**

-OR-

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C. Military Entry:

- 1. A United States military veteran who completed two (2) or more years of active duty and military technical training in the electrical line construction/maintainer craft will qualify for an oral interview by the AJATC to be considered along with other qualified applicants. To qualify under this provision, applicants must:**
 - a. Complete an application form.**
 - b. Have previous military work experience that warrants some OJT credit, based on the provisions of these Standards.**
 - c. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience.**
- 2. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and appropriate wage rate using consistent, standard, nondiscriminatory means. Qualifying individuals will be registered at the appropriate period of apprenticeship based on previous work experience and related training. The JATC will determine what training requirements they must meet to ensure that they receive all necessary training for completion of the apprenticeship program. Note: This is NOT a method of direct entry.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

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1. Selection shall be on the basis of rank from a pool of eligible applicants. All eligible applicants must meet the minimum qualifications established in Section II of these standards.
 - a. Individuals may request in writing that an application be provided to them at any time.
 - b. Apply in person at NW Line Office at 6162 NE 80th Avenue, Portland, OR, 97218 or mail in a written request for an application. An application fee of \$25.00 is required. Individuals with income below the Federal Poverty Guideline may request an application fee waiver.

Applicants may call the information phone number (503) 253-8202.

- c. Applicants that meet the minimum qualifications will be scheduled for an orientation. Attendance at the orientation is mandatory before an interview will be scheduled. The applicant will be scheduled for an interview and then ranked and placed on a pool of eligible candidates. Any applicant that schedules an interview and does not show up at their appointed time will have their application voided.
2. **EXCEPTIONS:**
 - a. **Transfer of Apprenticeship - Direct Entry.**
 - (1). In order to transfer an apprenticeship agreement between two AJATCs having a registered outside apprenticeship program, the following requirements must be met:
 - (a) The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
 - (b) The apprentice's sponsoring AJATC must agree to the transfer.
 - (c) The receiving AJATC must agree to accept the transfer.
 - (d) The parent organizations of both AJATCs (the two NECA Chapters and the IBEW Local Union) must agree to the transfer.
 - (e) The Receiving AJATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
 - (2). The transferring apprentice must:
 - (a) Complete an application form.

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- (b) Provide to the AJATC official documentation pertaining to their participating in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring AJATC (including a copy of the application form and the apprenticeship agreement - properly registered with the Registration Agency) and other information submitted shall be provided to the receiving AJATC. The receiving AJATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving AJATCs permanent files.
 - (c) Upon being accepted by the receiving AJATC, have their existing apprenticeship agreement terminated.
 - (d) Have registration proceedings initiated immediately by the receiving AJATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
- (3) Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully while registered in an IBEW/NECA outside apprenticeship program.

b. Non-Signatory Journey-level worker:

An electrical line construction employee of a non-signatory employer not qualifying as a journey-level worker when the employer becomes signatory, shall be evaluated by the AJATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in Section II.A., for interview and selection, are waived with all other post selection requirements remaining in force. For such applicants to be considered, they must:

- (1) Complete an application form.
- (2) Provide official, undisputable documentation (e.g. Documentation on company letterhead from past and present employers stating your job classification and hours working in the work processes stated in these standards - i.e. Ground man, Transmission, Substation, Underground, Cold Distribution & Hot Distribution) to show that they were an employee performing electrical line construction work prior to and at the time the employer becomes signatory.

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- (3) **Supply the AJATC with required documentation (military records that indicate training received and job classifications) to substantiate previous employment and experience to warrant their registration.**

c. **Signatory Individual/Non-Signatory Employer**

An individual who signs an authorization card during an organizing effort - wherein fifty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the non-signatory electrical line contractor and does not qualify as a journey-level worker, shall be evaluated by the AJATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in Section II.A., for interview and selection, are waived with all other post selection requirements remaining in force. All employees of the non-signatory electrical line contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:

- (1) **Complete an application form.**
- (2) **Have previous work experience (with non-participating employers(s)) that warrants some OJT credit, based on the provisions of these standards.**
- (3) **Provide documentation (military records that indicate training received and job classifications) (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.**
- (4) **Provide official documentation to show length of employment with present electrical line employer and all other previous electrical line employers.**

B. **Equal Employment Opportunity Plan:**

1. **Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
2. **Participation in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.**

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3. **Cooperation with the local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**
4. **Internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.**
5. **Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall be 7,000 hours of on-the-job training. This may require more than three and one-half years to complete in view of possible employment lapses. The term of apprenticeship shall be divided into seven periods of advancement of 1,000 hours each.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

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- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The first one thousand four hundred (1400) hours of OJT and satisfactory performance in related classroom training during such time shall constitute the probationary period. During this period the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations. Furthermore, the Registration Agency shall be notified of any extension of the probationary period (documenting action taken to address the issue(s) involved)) in lieu of terminating the apprenticeship agreement.

During the first six (6) months of the probationary period the AJATC shall be responsible to see that the apprentice is adequately instructed in climbing and that the apprentice's aptitude and ability in this important area are demonstrated prior to the apprentice being advanced from probationary status.

During the probationary period, the AJATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.

Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and revaluation by the AJATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.

Prior to the end of the probationary period, action must be taken on each probationary apprentice to end the probation, extend the probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

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The maximum ratio of apprentices to journey-level worker is established by the area training agreement, a collective bargaining agreement between IBEW Locals 77, 125, 483, 659, and the NW Line Contractors Chapter of the NECA.

- A. The Committee is authorized to register a total number of Apprentices not to exceed a ratio of one (1) apprentice to one (1) journey-level lineman who is normally employed in the area served by this agreement.
- B. The individual employer shall employ only registered apprentices secured from the Committee. The Committee will determine whether or not an individual employer with one (1), two (2), or any number of journey-level linemen is entitled to an apprentice, but no employer is guaranteed any number of apprentices.
- C. The Committee shall allow each qualified employer a ratio of one (1) apprentice to one (1) journey-level lineman when registered apprentices are available. Such ratio shall apply on any job. Section A and C shall be subject to the conditions listed in the "Apprentice Ratios Memorandum of Understanding" as follows:

Memorandum of Understanding

It is mutually agreed that apprentice ratios of one-to-one shall be allowed subject to the following conditions.

- 1. A maximum of two (2) apprentices per crew shall be allowed when working on energized conductors when two (2) journey-level workers are present on such crew, which includes the foreman.
- 2. One of the two apprentices shall be in the hot period.
- 3. One of the two apprentices shall be required to perform either Groundman or Equipment Operator-type jobs to further their training when the second apprentice is performing work on or around energized conductors.
- 4. If the crew/contractor is found in violation of this Agreement, this Agreement becomes null and void for any crew that the Foreman may work on for a period of thirty (30) days. A second violation in a 12-month period shall be a 90-day prohibition. A third violation in the same 12-month period shall result in a 12-month prohibition.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	63%
3	2001 - 3000 hours	67%
4	3001 - 4000 hours	72%
5	4001 - 5000 hours	78%
6	5001 - 6000 hours	86%
7	6001 - 7000 hours	90%

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VIII. WORK PROCESSES:

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

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

The apprentice's work shall not interfere with participation in related instruction classes when such are held.

A. <u>CONSTRUCTION LINEMAN</u>	<u>HOURS</u>
1. FIRST PERIOD	1000
Perform duties as prescribed by the written policy statement of the Committee, providing for work both on the ground and aloft including climbing to assure suitability for the trade before probationary period expires.	
2. TRANSMISSION	2000
a. <u>Steel</u>	
Assembly and erection of steel towers, placement of footings, and attachment of insulators and materials, and the stringing, splicing, dead-ending, armor rodding, and clipping of conductors.	
b. <u>Wood</u>	
Framing, erection, and guying of wood-poles and the installation of hardware insulators and conductors thereon	
3. SUBSTATIONS	350
Assembly and erection of steel and wood and the installation and connection of busses, grounds, switches, circuit breakers, transformers, regulators, and other substation equipment.	
4. UNDERGROUND	1000
Material handling, installing, secondary and primary cable, setting U.G. transformers, terminations and splices, installing conduit on poles.	
5. COLD DISTRIBUTION	1650

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Setting poles, framing structures, tree trimming, street lights, replacing transformers, guying structures, stringing conductors both primary and secondary.

- 6. LIVE LINE MAINTENANCE1000**
Rubber glove work on energized primary circuits. Hot Stick work on distribution and sub-transmission voltage.

TOTAL HOURS: 7000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- Supervised field trips
- Approved training seminars
- A combination of home study and approved correspondence courses
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify):

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. The Committee shall secure course material made available through the NJATC and other materials and equipment as deemed necessary by the JATC.
- B. When the related instruction is given in a classroom the Committee shall secure competent instructors whose knowledge, experience and ability to teach shall be carefully examined. The qualification for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructor shall take such teacher training courses as are available from the NJATC or others.
- C. The time spent in related instruction shall be in addition to the required 7,000 hours of "on-the-job" training, and shall not be considered hours of work.
- D. Each apprentice shall be required to complete three years of sponsor required related supplemental instructions (RSI) (Saturday School & Camp Rilea). This related classroom training will be separate from the on-the-job training requirements.
- E. Every apprentice is required to attend and complete classes as required by the Committee. The Committee is required to provide at least 144 hours of related training per year to its registered apprentices. Classes are held on Saturdays at specific locations and additional training will be scheduled at the Camp Rilea training facility. In addition to Saturday School and Camp Rilea training, additional training may be required by committee action.
- F. Schoolbooks and tuition must be paid prior to attending class. The Committee will not allow refunds for books or tuition.
- G. Attendance. Apprentices are expected to attend every session of school. Excused absences must be documented and may include job related work verified by your employer or employer representative and illness verified by a doctor. Documentation must be presented to the instructor of the JATC office.
- H. Non-excused class absences are not tolerated. For the 1st non-excused absence, the apprentice shall be subject to a 30-day hold on advancement. For the second non-excused absence, the apprentice will receive an additional 30-day hold on advancement, and be scheduled to appear before the Committee at their next scheduled meeting.
- I. Class work missed, due to any type of absence, shall be completed by the apprentice as directed by the instructor.
- J. Scores. All apprentices are required to be punctual at work and school, and complete the yearly course curriculum with a minimum average of 80%.
 - 1. 1st year apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum, and demonstrate the ability to work safely aloft

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on wood poles and towers. Failure to complete this requirement will result in the apprentice's termination.

2. 2nd and 3rd year apprentices must receive a passing grade of 80% on the Camp Rilea course curriculum and demonstrate the ability to work with hot sticks from wood poles and steel structures. Failure to complete this requirement will result in committee action including repeating the required Camp Rilea course curriculum or termination.

- K. **Related Supplementary Instruction Completion.** Any apprentice who finishes his or her related training requirements before his or her required work experience shall be held in 7th period automatically until completion of such.
- L. **If unable to complete work experience within six months of school completion, he or she may be required to return to school for one semester for general review.**
- M. **Any apprentice finishing his or her related training requirements in the middle of a semester shall continue for the remainder of the semester for added work on subjects the Committee may feel helpful to the apprentice's completion.**

X. **ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. **General Procedures**

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1. Safety and Health Training:

- a. While the apprentice is on the job site, it shall be the exclusive responsibility of the Employer to provide the apprentice a safe and healthful work place and conditions of employment and work assignment that the apprentice can safely perform. Nothing in these standards is intended to diminish the Employer's exclusive responsibility in this regard, or to make the JATC and/or its officers, agents or representatives liable for any employee's job-related injury, illness or death.
- b. All such work shall be performed under the supervision of a journey-level worker, acting on behalf of the Employer.
- c. The JATC expects the apprentices to respect work assignments and to follow safety rules and policy of the employer. The JATC will expect contractors, line foremen and linemen to train the apprentice linemen in the proper and most productive work methods.
- d. Apprentices have the right, as do all employees, to refuse to perform work they deem to be unsafe. Refusing to perform a job task, which the apprentice believes in good faith to be unsafe, shall not be grounds for termination of an apprentice's apprenticeship agreement. If an apprentice determines a job task to be unsafe, the apprentice shall not perform the job task and report his or her concerns to the job foreman. The chain of command for reporting unsafe work practices, or work related problems, is as follows:
 - (1) Job Foreman
 - (2) Job Superintendent
 - (3) Shop Steward
 - (4) Safety Director or Safety Representative
 - (5) Apprenticeship Director
 - (6) Company Manager
 - (7) Union Business Representative
 - (8) State Department of Labor and Industries, Safety Division
- e. If the Job Foreman, Supervisor, Safety Director, or Shop Steward has not responded, then the apprentice shall contact the Apprenticeship Director. The Director will contact the employer and the local union by phone and in writing stating the concern of the apprentice. This should not be interpreted to mean that the apprentice should skip contacting the Job Foreman, Supervisor, Safety Director or Shop Steward. Although the apprentice is registered to the JATC, he is also

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an employee of the Contractor and has the same rights and responsibilities as do all employees.

- f. This chain of command procedure in no way shall interfere with an employee's (apprentice's) legal rights to contact or communicate safety concerns to their union or the appropriate state agencies.**
- g. The JATC will report any and all reports of unsafe work practices or work conditions that they become aware of to the employer and to the area IBEW Local. If an unsafe worksite condition is brought to the AJATC's attention, it shall be investigated immediately by the AJATC and brought to the attention of the employer and the Local Union. Failure to respond to any recommendations made by the AJATC shall be just cause for removing any remaining apprentices from a specific jobsite or from the employer.**

2. COMMERCIAL DRIVER'S LICENSE.

As a condition of acceptance, Apprentices must obtain a Commercial Driver's License (CDL) prior to signing their apprenticeship registration agreement. Failure to maintain a CDL for the duration of the apprenticeship will result in disciplinary action up to and including termination.

3. CREDIT FOR PREVIOUS EXPERIENCE.

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

- a. Candidates with previous knowledge and skill acquisition in the electrical line construction trade can ask for and have such work and job experience evaluated by the AJATC prior to signing an Apprenticeship Agreement. Where such experiences warrants, the AJATC will place the apprentice in the appropriate period with commensurate wages as determined by the AJATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.**

The AJATC will use consistent and equal ways and means for measuring and evaluating individual to determine how much credit to award, for both OJT and related training.

The AJATC will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJT and related instruction. Hours of OJT credit awarded and related instruction placement level are independent of one another. Those awarded OJT

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credit and assigned to the appropriate pay period classification may be given additional time to successfully complete related instructional requirement.

- b. After signing the apprenticeship agreement and being employed the apprentice cannot request an evaluation of past experience.
- c. Advance standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the AJATC determines.

4. MONTHLY PROGRESS REPORTS

- a. Apprentices must complete a Progress Report on a monthly basis and must be signed by the apprentice and the Crew Foreman or the General Foreman. In the event the General Foreman and Crew Foreman are unavailable, the apprentice shall submit the Progress Report as required; a copy will be returned to the apprentice for necessary signatures. Reported hours will be recorded, but not credited until signatures are received in the office.
- b. Progress reports shall be submitted for months that an apprentice is not working. The apprentice shall write, "Not working" on the form.
- c. Reports must be post marked no later than the 10th day of the month following the month for which the report is due (e.g., January's Progress Report is due by the 10th of February). Faxed progress reports will not be accepted.

- d. Mail progress reports to:

The Northwest Line Construction Industry JATC
6162 NE 80th Ave.
Portland, OR 97218

- e. Failure to have progress reports in on time shall be cause for the following action:
 - (1) 1st late Progress Report per Step of Advancement: Hours will be recorded and credit awarded; apprentice will be notified by mail that further late reports will not receive credit.

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- (2) **3rd late Progress Report per Step of Advancement: the apprentice will be scheduled to appear before the Committee to show cause why his/her agreement should not be cancelled. The Committee will propose a six-month probationary period.**

5. ASSIGNMENT PROCEDURES.

- a. **The contractor requesting an apprentice will call the local union dispatcher and state his/her need.**
 - (1) **The local union dispatcher will then call the JATC director and notify the director of the contractor's specific requirements and type of work involved.**
 - (2) **The director will provide the name of that apprentice that best meets the requirements of the JATC for the apprentice's advancement in the program.**
- b. **An apprentice applicant or a registered apprentice must accept a dispatch from the JATC and a transfer (from one job location to another job location) by his/her current employer. Any apprentice refusing transfer or assignment will be subject to cancellation from the program.**
- c. **An apprentice does not have the privileges of a journey-level worker and shall not quit a job without permission of the Committee, although the apprentice does have the right to refuse work that is unsafe.**
- d. **When an apprentice is terminated for cause, the employer and the apprentice will notify the Committee immediately. The employer shall report the reason(s) for termination. The apprentice shall be scheduled to appear at the next scheduled Committee meeting.**

6. TRANSFER OF APPRENTICES AND CONTINUITY OF EMPLOYMENT

- a. **The JATC has full and sole responsibility to transfer and assign all JATC apprentices. All transfers and assignments for work shall be issued by the JATC through the applicable referral office, which will provide the apprentice a clearance to the job.**
- b. **The JATC will delegate to the JATC director all necessary authority to transfer and assign apprentices. The training director shall handle the transfer and assignment of apprentices from one local union to another as determined by the committee. The director will depend on**

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the active cooperation of the applicable referral office to implement timely and efficient transfers.

- c. When all registered apprentices have been dispatched, the dispatcher will call the JATC office for new apprentices that are required. The JATC office will notify the new apprentice from the pool to report to proper dispatcher for assignment. New apprentices will be dispatched from the pool by rank, as slotted after interviews, with those placed highest having first priority.
- d. 1st period apprentices and higher step apprentices that have not been properly trained in climbing shall be used in groundsman classification.
- e. All work on energized conductors over 750 volts shall be restricted to the 6th and 7th periods of apprenticeship. Upon approval by the Committee, a 5th period apprentice may be allowed to work on energized conductors over 750 volts. Apprentices working on hot work shall be under the direct supervision of a journey-level worker.

B. Local Apprenticeship Committee Policies

1. Dishonest Behavior:

- a. The AJATC has a zero tolerance policy on cheating and dishonesty. Cheating is defined as any action wherein a person defrauds, deceives, or violates regulations unfairly. This includes but is not limited to:
 - (1) Writing formulas, codes, and key words on your person or objects for use in a test.
 - (2) Take someone else's assignment and submit it as your own.
 - (3) Obtaining privileged test information before the testing situation.
 - (4) Submitting fraudulent progress reports.
- b. Any apprentice that is caught or suspected of cheating will be called before the committee and face disciplinary action up to and including termination from the apprenticeship.

2. Temporary Training Opportunities

Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA AJATC, provided the two AJATCs, their respective parent organizations and the apprentice agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host AJATC with an official copy of their apprenticeship agreement – clearly indicating that it has been properly registered with the applicable Registration Agency. Apprentices shall

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remain subject to immediate reassignment by the AJATC with whom they are registered. Failure to immediately comply with such instructions to return to the AJATC with whom they are registered may result in termination of the apprentice's apprenticeship agreement.

3. An employer or apprentice who has a dispute with the Committee must proceed as follows:
 - a. Reduce the grievance/concern to writing and submit it to the apprenticeship office no later than ten (10) calendar days before the next scheduled Committee or Sub-Committee meeting date for placement on the agenda.
 - b. Attend the meeting and attempt a resolution of the dispute.
 - c. The outcome will be communicated in writing to the apprentice and/or employer, and the Washington Department of Labor and Industries, Apprenticeship Division within (10) calendar days.

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
 - Must specify the reason(s) for discipline, suspension, or cancellation
 - Decision will become effective immediately
 - Written reason(s) for such action will be sent to the apprentice

- Within: 30 days request for reconsideration from the committee
- Apprentice to request local committee to reconsider their action

- Within: 30 days of apprentice's request for reconsideration
- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 days of final action
- Apprentice must submit the complaint in writing to the supervisor (L&I)

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- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):

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1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

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

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.

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7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

The Area Joint Apprenticeship and Training Committee for the Electrical Contracting Industry hereinafter called the "Committee" shall be composed of eight (8) members: four (4) to represent the Chapter of the National Electrical Contractors Association, Inc., and four (4) to represent the district(s) of the

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International Brotherhood of Electrical Workers, as set forth in the Area Training Agreement.

Quorum: A Quorum shall consist of a minimum of two (2) representatives each from NECA and IBEW members of this JATC.

Program type administered by the committee: GROUP JOINT

The employer representatives shall be:

**Vern Green, Chair
Moza Construction
PO Box 44157
Tacoma, WA 98444-0400**

**Brad Proctor
Wilson Construction
PO Box 1190
Canby, OR 97013**

**Troy English
Mountain Power
4908 Industrial Ave East
Coeur d'Alene, ID 83815**

**Gary Tucci
Potelco, Inc.
14103 - 8th Street East
Sumner, WA 98390**

**Jack Dobson (Alternate)
Mountain Power
PO Box 820368
Vancouver, WA 98682**

The employee representatives shall be:

**Kelly McDonald, Secretary
IBEW LU 659
4480 Rogue Valley Hwy, Ste. #3
Central Point, OR 97502**

**William Miller
IBEW LU 125
17200 NE Sacramento
Gresham, OR 97230**

**Don Guillot
IBEW LU 77
PO Box 12129
Seattle, WA 98102**

**Alice Philips
IBEW LU 483
4421 S. Orchard St
Tacoma, WA 98409**

**John Logan (Alternate)
IBEW LU 77
77 Angus Square
Kennewick, WA 99336**

**Travis Eri (Alternate)
IBEW LU 125
17200 NE Sacramento
Portland, OR 97230**

**Ronald Jones (Alternate)
IBEW LU 659
4480 Rogue Valley Hwy, Ste. #3
Central Point, OR 97502**

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XII. SUBCOMMITTEE:

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

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Bill Stone
6162 NE 80th
Portland, OR 97218
(503) 253-8202**