



APPRENTICESHIP PROGRAM STANDARDS

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
MEAT CUTTER/BUTCHER	51-3021.00	6000 HOURS

APPROVED BY
Northwest Meat Processors Association Executive Board

APPROVAL:

President

Vice-President

Secretary/Treasurer

DATE: _____ October 30th, 2019 _____

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INTRODUCTION

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

The Executive Committee of the Northwest Meat Processors Association (NWMPA) appoints the Apprenticeship Oversight Committee to regulate apprenticeship program standards. The Oversight Committee appoints and deputizes a training director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section of the program.

The NWMPA Oversight Committee is the regulatory body for this apprenticeship program governing the states of Washington, Oregon and Idaho. The NWMPA Oversight Committee also must approve any changes to apprenticeship program standards.

Standards are changed with Oversight Committee approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. When a standard is changed, the NWMPA Training Director is required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid.

Introductory Statement:

The Northwest Meat Processors Association has been assisting meat processors throughout this region since 1960 with processing, best practices and running their businesses with integrity and skill. As a continuation of that service to this industry, we have deemed it necessary to form an apprenticeship program to further the knowledge base of this field of skilled labor which is so vital for our profession.

I. GEOGRAPHIC AREA COVERED:

The NWMPA Meatcutters/Butchers Apprenticeship Program will cover all counties in Washington, Oregon and Idaho.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner.

Age: 18

Education: Must be a High School graduate or equivalent.

Physical: Must be able to meet the physical demands of the industry with or without reasonable consideration.

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Testing: None

Other: None

III. CONDUCT OF PROGRAM UNDER EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Training Agents with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure.

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The training agents shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the NWMPA Meatcutters/Butcher Apprenticeship Training Program.

A. Selection Procedures:

1. Criteria for apprentice approval process:
 - a. Apprentices must be employed by a registered Training Agent of the NWMPA Apprenticeship Program.
 - b. A registered Training Agent shall select any apprentice of their choosing, providing documentation the minimum qualifications for entry have been met.
 - c. The committee reserves the right to waive the minimum qualifications for entry in cases where the applicant is deemed qualified for entry into the apprenticeship program.
 - d. It is the Training Agent's discretion if potential apprentice is a good candidate for entry into the apprenticeship program.
 - e. Any person wanting to join this program but is not currently employed at a registered Training Agent can contact the NWMPA office for a list of approved Training Agents in the geographic area of their choosing.
 - f. It is between the prospective apprentice and the Training Agent to set up a mutual agreement for employment before they can be registered into the program.
 - g. Training Agents will send completed Apprenticeship Agreement to the NWMPA Training Director within 15 days of registration.
2. Apprentices must maintain full-time employment with the Training Agent. If an apprentice is fired from their employer, the apprenticeship agreement will be cancelled. This shall not apply to apprentices who are laid off work for economic reasons.
3. Any applicant that has been previously registered as an apprentice and voluntarily cancelled their apprenticeship agreement must be approved by the Apprenticeship Committee before being re-registered. This shall not apply to apprentices who were laid off work for economic reasons.

B. Equal Employment Opportunity Plan:

1. Increase awareness of apprenticeship opportunities in the community and industry by distributing information about the nature of apprenticeship, program requirements, and sources of applications.

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2. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
3. Disseminate information, within shops or concerns concerning equal opportunity policies of the program's sponsor.

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the Training Director of the NWMPA Apprenticeship Program.

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship shall be 6000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods.

The initial probationary period is:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The NWMPA Apprenticeship Program can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the NWMPA or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

All apprentices employed in accordance with these standards shall be subject to an initial probationary period not exceeding the first 1200 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the NWMPA Apprenticeship Program. The Oversight Committee

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will ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker.
- B. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- C. Any variance to the rules and/or policies stated in this section must be approved by the NWMPA Apprenticeship Oversight Committee.
- D. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

1 apprentice to 1 journey-level worker

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least the minimum wage of the state the training agent conducts business in, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. Wage increases are based on hours worked or competencies attained. The NWMPA Apprenticeship Program will submit the journey-level wage at least annually or whenever changed by the Oversight Committee as an addendum to these standards. Apprentices and others should contact the NWMPA Apprenticeship Program for the most recent Journey-level wage rate.
- B. The NWMPA Apprenticeship Program can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the NWMPA Training Director notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Meat Cutter/Butcher

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 1000 hours	67%
2	1001 – 2000 hours	71%
3	2001 – 3000 hours	76%
4	3001 – 4000 hours	81%
5	4001 – 5000 hours	85%
6	5001 – 6000 hours	90%

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For current Journey Level Wage Rates, refer to the NWMPA Apprenticeship Training Handbook.

VIII. WORK PROCESSES:

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

A. Meat Cutter/Butcher	<u>Approximate Hours/Competency Level</u>
1. Safety	200 Hours
2. Receiving Livestock for Slaughter.....	500 Hours
a. Identification of animals	
b. Identification of sick or injured animals	
c. Placement of animals in holding pens	
d. Insuring ownership of animals received	
e. Cleaning of holding pens and animals prior to slaughtering	
3. Slaughter of Livestock/Beef/Pork/Poultry.....	600 Hours
a. Safety and humane conditions exist	
b. Skinning procedures	
c. Breaking carcasses	
d. Recovery of offal	
4. Sanitation	600 Hours
a. Proper cleaning of work area	
b. Proper handling and care of tools	
c. Care & cleaning of blocks, saws and cooler	
d. Refrigeration machines	
e. Care of slicer, grinder and electric saws	
5. Preparation of Merchandise	400 Hours
a. Proper handling of quarters and carcasses	
b. Placing under refrigeration	
c. Limiting handling	
6. Beef.....	1300 Hours
a. Proper handling of quarters and carcasses	
7. Pork.....	1400 Hours
a. Proper handling of quarters and carcasses	

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- 8. Smoking and Curing600 Hours
- 9. Poultry.....200 Hours
 - a. Handling of fresh birds
 - b. Smoked and cured
- 10. Offals.....200 Hours
 - a. Handling of bones, suet, codfat and tallow

Total Hours/# of Competency Levels: 6000 Hours

B. The NWMPA requires that any training agent be able to train the apprentice that is training in their shop with 6 of the 10 areas of instruction listed above. For the areas that a training agent is not able to train in their shop, the training agent is required to work with other training agents in the NWMPA train the apprentice they are responsible for training in all aspects of the areas they are not able to train. This NWMPA Apprenticeship Program requires that every apprentice have a minimum of 40 hours of OJT training in all areas of these work processes.

Areas that a training agent is not able to train the apprentice(s) training in their shop, the remaining hours beyond the 40 hours minimum required, are to be transferred to other areas that the training agent already provides OJT hours for. Thus, each apprentice is still required to complete 6000 hours of OJT training in order to complete the NWMPA Apprenticeship Program, regardless of what work processes the training agent is able to provide.

The alternate host training agent that is hosting the apprentice for all or part of their required 40 hours of training may require the apprentice to sign a Non-Disclosure Agreement (NDA) for the purpose of protecting non-physical assets that they may possess which the apprentice may see while at the alternate host training agent. Work processes will be considered non-proprietary and are not subject to the signing of a NDA but items that the alternate host training agent possesses, such as recipes, shall be protected by this agreement.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by applicable federal and state regulations.

Hours spent in RSI are reported to the Training Director each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

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If apprentices do not complete required RSI, they may be subject to disciplinary action by the NWMPA Oversight Committee.

RSI will be completed by:

1. Approved training at alternative training agents
2. Approved online or distance learning courses **Montana State University North**
3. Training Agent Provided Lab

A. 150 Minimum RSI hours per year defined per the following:

(X) Twelve-month period from date of registration.

B. Additional Information:

Year One: 150 hours

Year Two: 150 hours

Year Three: 150 hours

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

This section details a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. **Voluntary Suspension:** A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. **Advanced Standing or Credit:** The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit.
3. **Progress Reports:**
 - a. Progress Reports will be emailed to Training Agents upon registration into the program.
 - b. These reports are to be filled out by the Training Agent on a quarterly basis to show apprentice progression through the programs. Reports will capture On the Job Training (OJT) and RSI hours.
 - c. Quarterly reports are due to the Committee by the 10th of the following month.

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- d. If email or online forms cannot be filled out, forms will be mailed to the Training Agent and they will be required to fax or mail by the deadline.
4. Committee Review Process:
 - a. The Training Director will review all logs and related progress reports from the Training Agent. Quarterly Progress reports will be compiled by the Training Director and sent to all members of the Committee for their review.
 - b. It will be up to the members of the Committee to determine if a Training Agent or apprentice is not holding to the standards of the apprenticeship agreement. If the members of the Committee agree that action is required, they will notify the party and coordinate a meeting. This meeting could be face to face or, conference call or video call. If disciplinary action is to be taken against an apprentice, they will be mailed a 20 day letter to appear before the Committee, with the choice of an in-person meeting or a video call meeting.

B. Disciplinary Procedures

1. The obligations of the NWMPA Apprenticeship Program when taking disciplinary action are as follows:
 - a. The NWMPA Oversight Committee shall be responsible for enacting reasonable policies and procedures and applying them consistently. The Oversight Committee will inform all apprentices of their rights and responsibilities per these standards.
 - b. The Oversight Committee shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - i. The Oversight Committee must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - ii. The decision/action of the Oversight Committee will become effective immediately.
2. The NWMPA Apprenticeship Program may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The Oversight Committee has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the Oversight Committee may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental

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Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The Oversight Committee shall review apprentices in such status at least once each year.

- c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or training agent.

3. Sponsor Disciplinary Procedures:

All Training Agents and Apprentices must comply with all policies outlined in the NWMPA Apprenticeship Handbook. A copy of the handbook and standards will be provided to the Training Agent and apprentice upon registration into the program. If the handbook is updated all Training Agents and apprentices will receive a new copy.

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint.
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the Oversight Committee within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the Oversight Committee within 30 calendar days from the date the apprentice received written notice of action by the Oversight Committee.
5. The Oversight Committee must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the Oversight Committee's decision, the apprentice may file an appeal with the NWMPA Executive Committee. If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

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1. If the apprentice disagrees with the Oversight Committees decision, the apprentice must submit a written appeal to the NWMPA Executive Committee within 30 calendar days from the date the decision is mailed by the Oversight Committee. Appeals must describe the subject matter in detail and include a copy of the Oversight Committees decision.
2. The NWMPA Executive Committee will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. The judgment of the appeal by the NWMPA Executive Committee will be considered final.

XI. RESPONSIBILITIES AND GOVERNING STRUCTURE

A. Committee Operations

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

The NWMPA Apprenticeship Program will record and maintain records pertaining to the administration of the apprenticeship program and make them available upon request. Records required will be maintained for five (5) years; all other records will be maintained for three (3) years.

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of admission to program
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval
 - i. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by NWMPA Apprenticeship Program.
 - ii. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - iii. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10

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2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly Oversight Committee meeting. The Training Director may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The Oversight Committee will ensure competent instructors are being used for RSI. Furthermore, the NWMPA Apprenticeship Program will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice will sign an apprenticeship agreement with the NWMPA Apprenticeship Program, who will then register the agreement with the Training Director before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. The effective date of registration will be the date the agreement is received by the Training Director.
2. The Training Director commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
3. The Oversight Committee shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
4. The NWMPA Apprenticeship Program has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The NWMPA Apprenticeship Program may arrange to transfer an apprentice from one training agent to another or to another program when the Training Agent is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any

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reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the NWMPA Apprenticeship Program.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the Oversight Committee approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the Oversight Committee written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. The Oversight Committee shall hear and decide all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the NWMPA Apprenticeship Program may require, the Oversight Committee will recommend the NWMPA Apprenticeship Program award a Certificate of Completion of Apprenticeship. The NWMPA Apprenticeship Program will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The NWMPA Apprenticeship Program shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The NWMPA Apprenticeship Program shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The NWMPA Apprenticeship Program shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The NWMPA Apprenticeship Program must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The NWMPA Apprenticeship Program must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The NWMPA Apprenticeship Program will file training agent agreements within thirty calendar days from the effective date. Additionally, the NWMPA Apprenticeship Program must file rescinded training agent agreements within thirty calendar days of said action.

E. Committee governance:

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or

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vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The program provides the following information:

- a. Quorum: **50% plus 1**
- b. Program type administered by the committee: **Joint Action Training Council**
- c. The employer representatives shall be:

Tracy Smarciarz
Smithco Meats – Op Manager
15509 Main St. E
Sumner, WA 98390

Ben Meyer
Revel Meat Co. - Owner
10290 S Mulino Rd.
Canby, OR 97013

Don Scarrow - Owner
Scarrow Meats
331 N Rd
Jerome, ID 83338

- d. The employee representatives shall be:

Kayla Leach
H & K Meats
1389 Ankeny Hill Rd.
Jefferson, OR 97352

Danielle Scott
Sonnen Meats
210 Sonnen Rd.
Greencreek, ID 83533

Bobby Morrison
Del Fox Meats
7229 300th St. NW
Stanwood, WA 98292

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the NWMPA Apprenticeship Program, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

N/A

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XIII. TRAINING DIRECTOR/COORDINATOR:

The NWMPA Apprenticeship Program 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 NWMPA Apprenticeship Program.

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