

## APPRENTICESHIP TRAINING AGREEMENT

Between

Work Force Development Center

For

Youth Apprenticeship – Manufacturing Program

This Memorandum of Understanding and Agreement (MOU) is entered into upon the date on which signatures are affixed to this document, by and between Work Force Development Center, hereinafter referred to as “WFDC”, a 501(c)3 and the **Stanwood** High School, hereinafter referred to as “High School”. This MOU is to be reviewed annually and can be amended by mutual written consent of both partners.

The purpose of this MOU is for WFDC and the High School to partner in articulated delivery of Youth Apprenticeship – Manufacturing Program, hereinafter referred to as the “Program”. The Program will be open for students currently enrolled in the District to earn industry recognized certifications, High School credits, and wages through relevant paid entry-level work experience in manufacturing.

This agreement is entered into on the **14th day of May, 2020**, by WFDC and High School, to provide related classroom training and delineate the responsibilities of each party.

### PROGRAM RESPONSIBILITIES

- 1. Participant Recruitment:** WFDC will work with the High School to recruit participants into the youth apprenticeship program. WFDC will develop Program promotional materials to be used by all partners including brochures, flyers, and website.
- 2. Participant Eligibility:** Eligible participants must be at least 16 years of age, enrolled in high school, be recommended by a school liaison, pass a UA, be a US Person, maintain attendance at High School and WFDC and be making good progress toward a HS diploma.
- 3. Instructional Facilities:** All instructional facilities used by WFDC apprentices will be subject to a WA State Department of Labor and Industry DOSH review every two years. This review will be coordinated by WFDC staff in partnership with the facility owner.
- 4. Curriculum:** WFDC will provide curriculum to support the classroom instruction portion of the youth apprenticeship program. WFDC will be responsible for printing and reproduction of instructor and student materials. Curriculum supplied by WFDC is the intellectual property of WFDC and the High School shall not use WFDC curriculum or any other related content without written consent. The student will not be permitted to work on the production floor until all modules in the classroom curriculum have been successfully completed as evidenced by a score of 80% or better on assessments.
- 5. On The Job Training:** WFDC will provide additional, hands-on training on the production floor supervised by a WFDC Employee. The student will have an assigned mentor and the student to supervisor ratio shall be no more than 2:1 to ensure student safety. The student will work in a production area for 4-6 weeks and be evaluated by the assigned mentor. This evaluation will be shared with the High School. The student will be rotated to various production areas throughout the academic term. The student will be paid minimum wage while working in each production area.
- 6. Personal Protective Equipment and Safety:** WFDC will supply to all youth apprentices appropriate PPE to be worn on the job.
- 7. Participant Credit:** There will be no cost to student participants and the sending high school will be responsible for the \$100 materials fee per student. Appropriate funding sources are InvestEd, PTSA, Booster Club or Department Curricular funding for materials.

8. **Program Coordination:** WFDC and the High School shall each appoint a representative to coordinate the activities and interests of the program.

**LIABILITY**

Each party to this agreement shall be responsible for damages to persons or property resulting from negligence on the part of itself, its employees, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or cooperation not a party to this agreement.

**VERBAL AGREEMENTS**

This is the entire agreement of the parties, no alteration of the terms of this agreement shall be valid unless made in writing and signed by both parties hereto, and attached hereto as addendum(s).

**DISPUTES**

Disputes regarding the terms or performance of this agreement shall be discussed by WFDC and High School designated representatives. If no agreement can be reached, the WFDC designee and High School Principal will be involved in making the final determination.

**TERM OF AGREEMENT**

1. This agreement shall be for the period of September 2020 to June 2021.
2. This agreement may be cancelled if the terms and conditions are substantially modified or if an act of the Washington State Legislature substantially modified the operation of WFDC or the High School.
3. This agreement may also be cancelled at any time upon ninety (90) days written notice by either party.

This agreement is entered into this **14th day of May, 2020.**

**Work Force Development Center**

[Redacted Signature]

Dave Trader  
CEO  
WFDC

5/28/2020  
Date

**Stanwood High School**

[Redacted Signature]

Ross Short  
Career and Technical Education Director  
Stanwood High School  
7400 272<sup>nd</sup> St NW  
Stanwood, WA 98292

6/3/2020  
Date



# Student Learner Exemption Minor Work Variance Application for 16 — 17 years old

Employment Standards Program  
PO Box 44510  
Olympia WA 98504-4510

Email: [TeenSafety@Lni.wa.gov](mailto:TeenSafety@Lni.wa.gov)  
Fax: 360-902-5300  
Phone: 1-866-219-7321

Read the instruction prior to completing this form to see if you qualify.

### Employer Information

Your Business Name <b>WORK FORCE DEVELOPMENT CENTER</b>		Corporation Name <b>WORK FORCE DEVELOPMENT CENTER</b>	
Type of Business & Products Manufactured or Services Rendered <b>Social Enterprise Nonprofit Aerospace Manufacturing</b>			
Washington Unified Business Identifier (UBI) <b>601 - 310 - 870</b>	Location ID (Last 4 Digits)	School Year Are You Requesting This Variance (Example: 2019-2020) <b>2020 - 2021</b>	
Mailing Address <b>11400 Airport Road, Suite 100</b>		City <b>Everett</b>	State <b>WA</b>
		Zip Code <b>98204</b>	
Location Address (Physical location where teen will be working) <b>11400 Airport Road, Suite 100</b>		City <b>Everett</b>	State <b>WA</b>
		Zip Code <b>98204</b>	
Contact Name <b>Carmela Morelli</b>		Contact Email <b>carmelamorelli@wfdcenter.org</b>	
Contact Phone Number <b>(425) 349-1800</b>		Contact Fax Number (Optional)	

### Description of Variance Request

1. Is your business registered as a program or an approved employer/training agent under an apprenticeship standard approved by the Washington State Apprenticeship and Training Council?  Yes  No

**If you answered "Yes", complete Questions 1A and 1B. If you answered "No", go to Question 2.**

1A. List occupation name: \_\_\_\_\_

- 1B. Is the student currently enrolled in school?  Yes  No

② Number of student learners you anticipate (if known): 18

3. Are you requesting this variance to:

- Extend work hours for a minor(s) in non-agricultural employment (WAC 296-125-027)?  Yes  No

**If "Yes", please specify the hours you are requesting below.**

School Week			Non-School Week		
Variance	Max Allowed	Your Request	Variance	Max Allowed	Your Request
Hours per Day	4 hours	3	Hours per Day	8 hours	5.5
Fri — Sun	8 hours		Hours per Week	48 hours	27.5
Hours per Week	20 hours	15	Start Time	5:00 am	5:00am
Start Time	7:00 am	8:00am	Quitting Time	Midnight	3:00pm
Quitting Time	10:00 pm	3:00pm			
Fri — Sat	Midnight				

Continue to the next page.

• Permit the minor to perform a work duty prohibited for his/her age (WAC 296-125-030)?  Yes  No

If "Yes", please specify prohibited work to be performed by minor(s):

- |   |  |
|---|--|
| <input type="checkbox"/> Power-driven woodworking machines  | <input type="checkbox"/> Roofing operations and all work on or about a roof  |
| <input checked="" type="checkbox"/> Power-driven metal-forming, punching, and shearing machines   | <input type="checkbox"/> Power-driven circular saws, bandsaws, chainsaws, guillotine shears, wood chippers, and abrasive cutting discs |
| <input type="checkbox"/> Operating power-driven meat processing equipment, including meat and other food slicers in retail and service establishments, and most operations in meat and poultry slaughtering, packing, processing, or rendering. | <input type="checkbox"/> Excavation operations   |
|   | <input type="checkbox"/> Power-driven balers, compactors, and paper processing machines  |

List any Personal Protective Equipment (PPE) required, if any.

Safety Glasses/Goggles? Face Shield

Gloves

Aprons/Tyvek Sleeves

Dust Mask

4. On the following page, provide a complete list of equipment that the minor will be trained on.

**Employer Signature**

Carmela Morelli



05/11/2020

Print Name of Employer Representative

Signature of Employer Representative

Date

**School Information**

Stanwood High School

Stanwood-Camano

Woodshop/ Mech Tech

Print Name of School in which Student Enrolled

Print Name of School District

Print Name of School Program

Ross Short, CTE Director

360-629-1312

rshort@stanwood.wednet.edu

Print Name School Contact & Position/Title

Phone Number

Email Address



School Representative Signature

5/28/2020

Date



# Student Learner Exemption Minor Work Variance Application for 16 — 17 years old

Employment Standards Program  
PO Box 44510  
Olympia WA 98504-4510

Email: [TeenSafety@Lni.wa.gov](mailto:TeenSafety@Lni.wa.gov)  
Fax: 360-902-5300  
Phone: 360-902-5316

List only the equipment name, make/model, and type of material that the teen worker will be trained on.

Equipment Name	Make/Model	Type of Material (used on)
CNC Machine	Haas VF 4SS	aluminum
Hand Drill	Spacematic VSNPDM	aluminum
Hand Drill	Yard Store 12672	aluminum
Drill Press	Grainger 1KEN4	aluminum
Drill Press	Jet JDP 20MF	aluminum
Riveter	Gen Pneumatic 3000CS	aluminum
Riveter	Gen Pneumatic 6000CS	aluminum
Riveter	Atlantic Air Tool 60C	aluminum
Riveter	US Ind 150 EACOLD36	aluminum
Arbor Press	Dayton 4Z328J	aluminum