

**REVISED**

**\*\*\*NOTICE OF PUBLIC MEETING\*\*\***

Meeting is subject to the provisions of the Nevada Open Meeting Law – NRS 241.020

Name of Organization: Nevada State Apprenticeship Council; Governor's Office of Workforce Innovation (OWINN)

Date and Time of Meeting: Friday, November 22<sup>nd</sup>, 2019 at 9:00 A.M.

Note: Some members of the Council may be attending the meeting and other persons may observe the meeting and provide testimony through a simultaneous videoconference conducted at the following locations:

Place of Meeting: Legislative Counsel Bureau  
555 E. Washington Ave  
Conference Room 4412  
Las Vegas, NV 89101

Legislative Counsel Bureau  
401 South Carson St.  
Conference Room 3137  
Carson City, NV 89701

Note: Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the board may refuse to consider public comment. NRS 233B.126.

## A G E N D A

*Note: Items on this agenda may be taken in a different order than listed. Two or more agenda items may be combined for consideration. An item may be removed from this agenda or discussion relating to an item on this agenda may be delayed at any time.*

- I. CALL TO ORDER & WELCOME  
*Nanette Quitt, Chair*
- II. ROLL CALL - CONFIRMATION OF A QUORUM  
*Richard J. Williams, State Apprenticeship Director*
- III. VERIFICATION OF PUBLIC POSTING  
*Richard J. Williams, State Apprenticeship Director*
- IV. PUBLIC COMMENT  
(Public Comment will be taken regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. The Chair of the State Apprenticeship Council will impose a time limit of three minutes. Public Comment #2 will provide an opportunity for public comment on any matter within the Council's jurisdiction or advisory power.)
- V. APPROVAL OF MINUTES (*Information/Discussion; For Possible Action*)  
*Nanette Quitt, Chair*
- VI. STATE APPRENTICESHIP DIRECTOR INTRODUCTION (*Information/Discussion*)  
*Richard J. Williams, State Apprenticeship Director*
- VII. NEW STATE APPRENTICESHIP COUNCIL MEMBERS INTRODUCTION  
(*Information/Discussion*)  
*Nanette Quitt, Chair*
- VIII. OWINN UPDATE (*Information/Discussion*)  
*Craig von Collenberg, Executive Director, OWINN*
- IX. 2020 Meeting Dates (*Information/Discussion; For Possible Action*)  
*Craig von Collenberg, Executive Director, OWINN*



X. NEW PROGRAM (*Information/Discussion; For Possible Action*)

1. GJ Standards of Apprenticeship and associated Appendices B through E
  - Titanium Metal Corporation (Timet) and United Steelworkers Local 4856
2. Appendix A1 – Instrument Repair Technician (time-based)
3. Appendix A2 – Crane Mechanic (time-based)
4. Appendix A3 – Industrial Welder (time-based)
5. Appendix A4 – Machinist (time-based)
6. Appendix A5 – Maintenance Electrician (time-based)
7. Appendix A6 – Industrial Maintenance Mechanic (time-based)

XI. Consent Items (*Information/Discussion; For Possible Action*)

- a. Ironworkers Local 118  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Reinforcing Metal Worker and Structural Steel Worker
- b. Teamsters Convention  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Tradeshow Specialist apprentices
- c. Drywall Finishing JATC  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Drywall Finisher apprentices
- d. Painters JATC  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Painter apprentices
- e. Sheet Metal Workers Local 88 JATC  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Sheet Metal Worker apprentices
- f. Southern Nevada Laborers Training Trust  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Construction Craft Laborers apprentices

- g. Harney Electric  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Line Maintainer apprentices
- h. DC16 Joint Apprenticeship and Training  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Drywall Finisher, Floor Coverer, and Painter apprentices
- i. Southern Nevada Roofers JATC  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Roofer / Waterproofing apprentices
- j. Truckee Meadows Water Authority  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be SCADA Technician, Maintenance Mechanic, and Pipe Fitter apprentices
- k. Nevada Power Company  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Lineman, Metering Electrician, and Substation Electrician apprentices
- l. Sierra Pacific Power Company  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Communications Technician, Customer Serviceman, Fitter, Fitter/Welder, Gas Pressure Operator, Substation Electrician, Lineman, Meter Technician apprentices
- m. Plumbers and Pipefitters JATC 525  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Pipefitter / Plumber apprentices
- n. ABC Nevada Southern Division Apprenticeship Trust Fund  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Construction Electrician
- o. ABC Nevada Northern Division Apprenticeship Trust Fund  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Construction Electrician and Construction Plumbing
- p. Electrical JATC of Southern Nevada  
Discussion and possible action regarding an increase in the minimum wage paid to apprentices training to be Telecommunications Technician and Electrician



XII.       TRANFERRING WAGE APPROVAL AUTHORITY TO OWINN  
*(Information/Discussion; For Possible Action)*  
*Craig Von Collenberg, Executive Director, OWINN*

XIII.       DEREGISTERING INACTIVE APPRENTICESHIP PROGRAMS  
*(Information/Discussion; For Possible Action)*  
*Craig Von Collenberg, Executive Director, OWINN*

1. Wells Rural Electric Local 1245

2. Amazon

3. Fairway Chevrolet

4. National Guard Bureau 422<sup>nd</sup>

XIV.       APPRENTICESHIP PROGRAMS THAT HAVE VOLUNTARILY  
DEREGISTERED  
*(Information/Discussion)*  
*Craig Von Collenberg, Executive Director, OWINN*

XV:       APPRENTICESHIP PROGRAMS THAT WISH TO REMAIN REGISTERED  
*(Information/Discussion; For Possible Action)*  
*Craig Von Collenberg, Executive Director, OWINN*

1. Alamo Power District

2. Simplex Grinnell/Johnson Control Fire Protection

3. Stationary Engineers Local 39 JATC

XVI:       APPRENTICE APPEAL  
*(Information/Discussion; For Possible Action)*  
Appeal of Dismissal – Brooks vs. Electrical JATC of Southern Nevada

XVII:       PUBLIC COMMENT  
(Public Comment will be taken regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. The Chair of the State Apprenticeship Council will impose a time limit of three minutes. Public Comment #2 provides an opportunity for public comment on any matter within the Council's jurisdiction or advisory power.)

XVIII:       ADJOURNMENT  
*Nanette Quitt, Chair*



NOTE (1): Persons with disabilities who require special accommodations or assistance at the meeting should notify Joan Finlay, OWINN, between the hours of 8:00 a.m. through 5:00 p.m., in writing at 555 East Washington Ave, Ste. 4900; or call (702) 486- 8080 on or before the close of business, Monday, November 18, 2019.

NOTE (2): Agenda items may be taken out of order, combined for consideration by the public body, and/or pulled or removed from the agenda at any time. The Chair may continue this meeting from day-to-day. Pursuant to NRS 241.020, no action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

NOTE (3): All comments will be limited to 3 minutes per speaker. Comment based on viewpoint may not be restricted. No action may be taken upon a matter raised under the public comment period unless the matter itself has been specifically included on an agenda as an action item. Prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process of individuals, the Board may refuse to consider public comment. See NRS 233b.126

NOTE (4): Please provide the secretary with electronic or written copies of testimony and visual presentations if you wish to have complete versions included as exhibits with the minutes

NOTE (5): Supporting public material provided to members for this meeting is posted on OWINN's website at [OWINN.NV.GOV](http://OWINN.NV.GOV) and may be requested from the Governor's Office of Workforce Innovation (OWINN) at 555 E. Washington Avenue, Ste. 4900, Las Vegas, Nevada 89101 or by calling Joan Finlay at 702-486-8080.

NOTE (6): NOTICE OF THIS MEETING WAS FAXED, E-MAILED, OR HAND DELIVERED FOR POSTING TO THE FOLLOWING LOCATIONS: on or before 9:00 a.m. on the third working day before the meeting: DETR, 2800 E. St. Louis, Las Vegas, NV; DETR, 500 East Third St., Carson City, NV; DETR, 1325 Corporate Blvd., Reno NV; NEVADA JOBCONNECT, 3405 S. Maryland Parkway, Las Vegas, NV; NEVADA JOBCONNECT, 4500 E. Sunset Road, Henderson, NV; NEVADA JOBCONNECT, 2827 N. Las Vegas Blvd., North Las Vegas, NV; NEVADA JOBCONNECT, 1929 N. Carson St., Carson City, NV; NEVADA JOBCONNECT, 172 Sixth St., Elko, NV; NEVADA JOBCONNECT, 480 Campton St., Ely, NV; NEVADA JOBCONNECT, 121 Industrial Way, Fallon, NV; NEVADA JOBCONNECT, 475 W. Haskell, #1, Winnemucca, NV; NEVADA JOBCONNECT, 4001 S. Virginia St., Suite G, Reno, NV; NEVADA JOBCONNECT, 2281 Pyramid Way, Sparks, NV; CAPITOL BUILDING, 101 N. Carson Street, Carson City, NV 89701; GRANT SAWYER OFFICE BUILDING, 555 E. Washington Ave., Las Vegas, NV; LEGISLATIVE BUILDING, 401 S. Carson St., Carson City, NV; NEVADAWORKS 6490 S. McCarran Blvd., Building A, Unit 1., Reno, NV; WORKFORCE CONNECTIONS, 6330 W. Charleston Blvd., Las Vegas, NV. This agenda was also posted on the internet through OWINN's website at <http://owinn.nv.gov/>



The meeting is subject to the provisions of the Nevada Open Meeting Law – NRS 241.020

**\*\*\*MEETING MINUTES\*\*\***

Name of Organization: Nevada State Apprenticeship Council; Governor's Office of Workforce Innovation for a New Nevada (OWINN)

Date and Time of Meeting: May 28, 2019, at 9:00 A.M.

Note: Some members of the Council may be attending the meeting and other persons may observe the meeting and provide testimony through a simultaneous videoconference conducted at the following locations:

Place of Meeting: Grant Sawyer Building  
555 E Washington Avenue  
Human Resource Conference Room 1<sup>st</sup> floor, Suite 1400  
Las Vegas, NV 89101

Nevada State Library, Archives and Public Records  
100 N Stewart Street (Board Room),  
Carson City, NV 89701

Note: Prior to the commencement and conclusion of a contested case or a quasi-judicial proceeding that may affect the due process rights of an individual the board may refuse to consider public comment. NRS 233B.126.

**Council Members Present:** Nanette Quitt, Chair; Bob Potts, Vice Chair; Linda Montgomery, Louis Loupias, Jason Lamberth, Dr. Ricardo Villalobos, Kristine Nelson, Madison Burnett,

**Council Members Absent:** Michelle Sanchez-Bickley, Thomas Jensen, Jo Cato, Crystal Slaughter, Dr. J. Kyle Dalpe

**Others Present:** Craig Von Collenberg, Governor's Office of Workforce Innovation (OWINN); Joan Finlay, (OWINN); Andres Feijoo (OWINN); Isla Young (OWINN); Janice John, (DETR Rehabilitation Division), William Stanley, (Southern Nevada Building Trades Union); Al DeVita, (Laborer's Training Fund for Northern Nevada); Susan Ross, (CSN Apprenticeship), Jordan K. Krahuebuhl, (PHCC of Nevada); Marvin Gebers, (Local 797, JATC); Carrie Henderson (Local 525 JATC); Leann Tasler, (Local 525, JATC); Steven Corbett, (Workforce SNV); Tom Nielson, (Local 162, JATC); Evelyn Pacheco, (NVWIT); Michelle Nash, (CPE SAA); Scott Sylvia, (Local 433/416 App); Ms. Jessica Atkinson, (JATC); Victor Corner, (Local 416 App); Amanda Rooth, (JATC of Southern Nevada); Jack Gray, (MW ADC); Alan Darney, (Northern Nevada Electrical JATC); Randy Canale, (UA Local 350).



(\*Please note that all attendees may not be listed above)

I. CALL TO ORDER AND WELCOME

Nanette Quitt, Chair

**Chair Quitt** called the meeting to order at **9:00 a.m.** She welcomed Nevada State Apprenticeship Council Members and members of the public.

II. ROLL CALL - CONFIRMATION OF A QUORUM

Craig Von Collenberg, Executive Director, OWINN

**Craig Von Collenberg** called the roll and informed the Chair that a quorum was present.

III. VERIFICATION OF PUBLIC POSTING

Craig Von Collenberg, Executive Director, OWINN

**Craig Von Collenberg** affirmed that the notice and agenda for this May 28, 2019, Nevada State Apprenticeship Council Meeting was posted according to Nevada's Open Meeting Law pursuant to NRS. 241.020.

IV. PUBLIC COMMENT(S)

*(Public Comment will be taken regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. The Chair of the State Apprenticeship Council will impose a time limit of three minutes. Public Comment #2 will provide an opportunity for public comment on any matter within the Council's jurisdiction or advisory power.)*

**Chair Quitt** invited public comment but there was none.

V. APPROVAL OF MINUTES

**Chair Quitt** called for approval of the previous meeting minutes. **Louis Loupias** stated that at the last Council meeting he had requested that the Clark County School District's Training section be listed on the agenda, but they were not.

**Bob Potts made a motion to approve the February 14, 2019 minutes as amended. Madison Burnett seconded. The motion carried.**

VI. OWINN EXECUTIVE DIRECTOR INTRODUCTION

**Chair Quitt** introduced **Mr. Craig von Collenberg**, noting that he is passionate about workforce development and dedicated to the design and implementation of programs that lead to skills and employment. He is a product of apprenticeship program, having completed a five-year apprenticeship through Sheet Metal of Southern Nevada, and eventually became an instructor for



the Sheet Metal Training Center, and obtained a Bachelor of Arts in Labor Education and eventually in child counseling. **Mr. von Collenberg** took a role as the Director of Apprenticeship Studies at the College of Southern Nevada, working directly with students as an advisor and counselor, helped design and implement innovative training systems and improve existing programs to provide degree pathways for apprenticeship students. Because of his long history with apprenticeships and knowledge of workforce development, he was recently appointed by the Governor as the Executive Director of OWINN. **Chair Quitt** welcomed **Mr. von Collenberg**.

**Mr. von Collenberg** thanked the Chair and the Council for being welcome and understanding and shared his commitment to work towards the best in the programs in Nevada. He said he is open to new and innovative ideas and opportunities that prepare people for lifelong careers and opportunities. He added that he is always available to any Council Members.

## VII. SAC MEMBER REPORTS

**Ricardo Villalobos** congratulated **Mr. von Collenberg**, noting he was an asset to the College of Southern Nevada, in developing apprenticeship programs and will be an asset to the Council. He introduced **Mr. von Collenberg's** replacement at the College of Southern Nevada Apprenticeship Programs, **Ms. Susan Ross**.

**Chair Quitt** reminded SAC Members to respond timely to emails and calendar requests for meetings and workshops from OWINN.

## VIII. LEGISLATIVE UPDATE

**Craig von Collenberg** stated that yesterday he had submitted Assembly Bill 68 to the Assembly Committee on Commerce and Labor, and the original text of the bill was highly controversial and a sweeping overhaul of the apprenticeship system statewide in Nevada. He added that the amendment that the Governor's Office presented was significantly scaled back while trying to help with compliance issues for the past several years, with the language clarifying equal opportunity and anti-discrimination compliance in 29 CFR 30 were approved by the Department of Labor in 2008, which creates the State Apprenticeship Council, and the language would be changed to, "The following members recommended by the Executive Director of Workforce Innovation and appointed by the Governor" which clarifies that that language helps with compliance issues, showing that the State Apprenticeship agency is identified as OWINN and it is the Director recommending to the Governor with the Governor appointing.

The make-up of the Committee would be: two members representing management and labor who have or have had a defined role or job in a jointly administered apprenticeship program; two members from Northern Nevada, one representing management and one representing labor, who have or have had a defined role or job in a jointly administered apprenticeship program; two members, one representing management and one representing labor, who have or have had a



defined role or job in a statewide jointly administered apprenticeship program; and one member who is representative of the general public. All members of the Council may vote on any matter presented to them, except for the Chair, or in his absence, the Vice Chair, whose vote is limited to breaking a tie vote of the members.

**Mr. von Collenberg** stated this would be a recommended structure with equal members from labor and management, and one member of the public and the Chair being a tiebreaker vote. He added that NRS 610-070 would be changed to "The Executive Director of the Office of Workforce Innovation and the Office of the Governor shall select from the membership of the Council, a Chair and Vice Chair who shall hold office for two years," and number five is changed to "A quorum may exercise any power or authority conferred on the Council. A quorum consists of the Chair, or in his absence, the Vice Chair plus four members." **Mr. von Collenberg** stated that would be the bulk of changes, other than changes to be in compliance with 2930 which further defines the protected roles.

**Louis Loupias** asked if the regulatory and advisory role of the Council would still be the same, and **Mr. von Collenberg** stated that remained the same, with OWINN being the ultimate authority for an apprenticeship, but the regulatory authority would be given to the Council.

**Bob Potts** ascertained that the amendment was posted on the Legislative Council News website, and **Mr. von Collenberg** stated it was and had been presented yesterday.

Upon **Chair Quitt's** request, **Mr. von Collenberg** agreed to send out a copy of the revised wording to Council Members, along with a summary of comments.

**Chair Quitt** stated that based upon last meeting's discussion, a designated workshop had been set, but had been postponed from the beginning of May (due to changes at OWINN staff and appointment of new Director), and she appreciated **Mr. Von Collenberg's** understanding of the need for approving the Apprenticeship Programs standards and rules and the regulatory body. **Madam Chair** requested that OWINN keep the Council in mind to inform them of any meetings or legislative hearings that they might attend, to which **Mr. Von Collenberg** agreed. She also requested that the Council convene for a special workshop/meeting following the close of the Legislative Session that would end in about a week (to be conducted before the Council's next scheduled meeting) in order to discuss the impacts of that legislative session.

## IX. REVISION OF PROGRAMS

1. Discussion and possible action regarding the approval of the addition of Appendix A2 for the existing program of Revision of Mechanics Program.

**Jessica Atkinson** noted that on November 1, 2018, an entire program was submitted to the Council. She introduced **Mike Venturino**, Union IBEW Business Rep for all programs, **Eric Mothershead**,



Represented the Mechanic Program, and **Chris Hires**, Represented the Fitter Program; **Bryce Twichell**, Represented the SCADA and Mechanic Program.

**Eric Mothershead** stated that the revisions would be getting rid of firefighting, update electrical systems, and incorporate some other changes.

**Chris Hires** stated that the Pipefitter Program would be switched from a time-based program to an item program as there are different levels of apprenticeships in the program. He added that a six-month test is already in place to test competencies for two years. The IT contingent is included, and journey level persons could finish in as little as 30 months if they performed well on tests.

To **Madison Burnett's** question about the form 5910 showing percentages of wages (required), **Ms. Atkinson** responded that the percentages would be made to match the dollar amounts.

**Louis Loupias** noted that for consistency, and under NAC 610.314, any time a program represents revision of standards from new standards, the program guidelines shall be provided to the Council for revision, and not simply an excerpt. He added that the submission of program standards was incomplete according to that statute. **David Gardner**, the Counsel, agreed with that interpretation. **Louis Loupias** stated that he would like the Council to be consistent in this going forward. He added that selection procedures, equal opportunities, and affirmative action were not included.

**Chair Quitt** stated that the standards need to be provided. **Mr. von Collenberg** stated that the full packet is available for Mr. Loupias to review at this meeting, and noted that in the future, each section will be included when there is a change. It had not been provided this time since those had previously been reviewed and approved by the Council.

**Louis Loupias** stated that there had been three or four other programs who submitted standards in entirety the last meeting, and he would like to see consistency going forward. He did not need to review the full program guidelines at this time.

**Chair Quitt** stated that the standards were made at the last meeting, and affirmed that those changes were completed. Collective bargaining agreement was added to the definitions, as well as issues of members in good standing (as defined by the Apprenticeship Training Council) were incorporated.

**Linda Montgomery** asked if the Council moved forward to a vote on this item, might it be in violation of NAC 610.314, and **David Gardner** stated that based on the Chair's affirmation, the statute was satisfied.

**Chair Quitt** asked if the local JATC had approved the proposed revisions, and Ms. Atkinson stated they had.

**Louis Loupias** stated that for past practice, the JATC program submitted a signature page at the



time of standards submission. **Mr. von Collenberg** stated that he would be happy to provide that.

**Chair Quitt** stated that JATC had provided the signature page for Council in the past in November of 2018, and going forward, consistency in how the packets were organized was also an issue. **Mr. Loupias** agreed with that assessment.

**Madison Burnett made a motion to accept the updates to the 5910 percentages for Item IX-A Maintenance Mechanic. Jason Lamberth seconded. The motion carried.**

1. Discussion and possible action regarding the approval of the addition of appendix A3 for the existing program of Revision to SCADA Technician Program.

**Jessica Atkinson** stated the next appendices were for the SCADA Technician and noted that the program was also approved in a prior meeting, and the intent today was to add the apprentice position (in contact with OWINN to get the appropriate forms), and requiring that to be at a 42-month graduation possibility rather than 48-month. **Mr. Bryce Twichell** stated that it also required passing distribution rate to certification. He added that since the program was developed some areas were modified (hours were a little heavy), in order to focus more on networking for EO systems. In addition, outdated communication systems information was revised, and training through TMCC class, programming classes, and TLC's would be provided

In response to a question about the classroom hours of 1250, with updates on pages 83, **Mr. Twichell** stated that some flexibility was reflected in the change.

**Mr. von Collenberg** asked if the language should be inserted into the record, and **Jessica Atkinson** stated that items IX.2 and IX.3 would both have that same issue.

**Kristine Nelson** stated that the revision of the 5910 form to state 1,291 hours would be appropriate and **Chair Quitt** agreed.

**Bob Potts made a motion to accept the revision of programs IX-B SCADA Technician to approve revision as presented. Madison Burnett seconded. The motion carried.**

2. Discussion and possible action regarding the approval of the addition of Appendix A4, for the existing program of: Revision of Pipefitter Program

**Jessica Atkinson** stated that Appendix A4 was a conformance rewrite, which was reviewed in a prior meeting, and the 5910 form would be updated.

**Kristine Nelson made a motion to accept Item IX-C with the correction to the form 5910. Linda Montgomery seconded. The motion carried.**



X. APPRENTICESHIP APPEAL AND DISMISSAL OF KYLE SZYDLO VS. JATC OF SOUTHERN NEVADA

**Mr. von Collenberg** stated that the appellant was not present, and **Chair Quitt** noted that per statute, the Council may proceed without the appellant present. **Mr. von Collenberg** noted there was a record of attempted phone calls, emails, and a certified letter with no response from the appellant.

**Madison Burnett** stated he was Trainee Director for the program so he was abstaining. **Chair Quitt** recommended moving forward based on the work that JATC had put into the case. She called for discussion from the Council and there was none. **Chair Quitt** stated that per statute NAC-610, Council could not dismiss or order reinstatement of an apprentice unless the Council determined that the dismissal was arbitrary, capricious or based on erroneous conclusions of law. The hearing would proceed based on the statute's order, despite the absence of the appellant. **Chair Quitt** noted that the JATC had taken action and notified the appellant of that action from a meeting of October 24, 2018, as per the minutes, when Mr. Szydlo had appeared before the Committee to address training non-compliance with company policy. Mr. Szydlo did appear before the Committee for violation of substance abuse policy, and the motion was seconded and carried, after which Madison Burnett had explained to the appellant his rights.

**Chair Quitt** asked if there was any objection to dismissal, and since the apprentice was not present, the JATC was allowed to respond to the issue.

**Amanda Rooth**, the Administrative Assistant with the Electrical JATC of Southern Nevada, stated that Mr. Szydlo's timeline had been provided and contacts and appearances, as well as verification of the Committee's decisions. She stated that the appeal hearing transcripts from December 19, 2018, were also provided, including the appeal form (Exhibit A) and Mr. Szydlo's student history (Exhibit B), and the statement from Baker Electric regarding the on-site accident that occurred on October 9, 2018. Included were Mr. Szydlo's evaluations, and JATC's drug and alcohol misuse policies, disciplinary procedures, related instruction, and work process evaluations, and Mr. Szydlo's verification of receipt of policies. On October 9, 2018, Mr. Szydlo had multiple incidents while driving a rough train forklift, which caused damage to the forklift and the material being hauled, at which point, Baker Electric requested Mr. Szydlo take a drug test, which he refused, resulting in termination of the appellant's employment for the electrical JATC of Southern Nevada, for not adhering to policy.

Referring to the JATC drug and alcohol use and misuse policy, under Section 2, page 7, No. 21, refusal to test is considered the same as a positive result, and in the same policy, Section 2, page 4, subsection J, Consequence of Positive Test, states that the JATC will direct the apprentices and employer to terminate the apprentice's employment, immediately for violation of Committee policy, and before the apprentice could return to work, the apprentice must return to the Committee for their agreement. The policy also states that the Electrical JATC of Southern Nevada must maintain a healthy, safe, productive, and educational working environment, with each apprentice



required to do the same. Violations will result in action up to and including termination of their agreement. Because of Mr. Szydlo's own admission of drug use to the JATC, the JATC was asking the Council to uphold the previous decision to terminate his apprenticeship for violation of the Electrical JATC of Nevada's substance abuse policy.

**Chair Quitt** stated that the apprentice could offer a rebuttal to Ms. Rooth's comments, but since Mr. Szydlo was not present, that step was not necessary, per the DAG, **David Gardner**. **Ms. Rooth** had no further closing statements. **Chair Quitt** opened the floor for questions from the Council.

Upon **Jason Lamberth's** question, **Mr. von Collenberg** stated that the letter stating an intent to appeal was received from the apprentice on January 24, 2019. **Chair Quitt** confirmed that on April 25, 2017, the apprentice acknowledged receipt of the JATC's drug misuse and abuse policy, and **Ms. Rooth** stated that was true, and that other apprentices would be treated similarly in a refusal to take a drug test. Chair Quitt called for any further discussion, and hearing none, entertained a motion.

**Louis Loupias made a motion to uphold the Electrical JATC's previous decision. Jason Lamberth seconded, with Madison Burnett abstaining. The motion carried.**

#### XI. OWINN APPRENTICESHIP PROGRAM AND COMPLIANCE REVIEW

**Craig von Collenberg** stated that approximately 17 program letters have been written and will be sent out this week. He added that the programs had not registered an apprentice in two years (as discussed in a previous meeting), and the JATC will bring a report of responses or lack thereof to the August Council Meeting. He added that programs who had asked to voluntarily be de-registered would be addressed and reported to Council. He noted that the lack of a Director to this point had caused a delay on this task.

**Chair Quitt** asked if the timeline was being pushed out. **Mr. von Collenberg** stated that the programs that are to be de-registered will be addressed before August, and other compliance reviews mentioned will be reviewed, with the two-year inactive ones needing to come before Council in August. The 17 letters will go out giving those programs 30 days to respond, and then come before Council for possible involuntary de-registration. **Chair Quitt** stated that several programs are coming up that need auditing before the end of their two-year probation period. Those processes will be completed by August 31, 2019, rather than June (due to lack of a Director at OWINN until recently).

**Jason Lamberth made a motion to approve OWINN Director's request to extend compliance follow-up to August 31, 2019, and Council to hear possible de-registrations at the August 2019 meeting. Bob Potts seconded. The motion carried.**



## XII. OWINN EXECUTIVE DIRECTOR REPORT (Information/Discussion)

New Executive Director of OWINN, **Craig von Collenberg** provided the following highlights:

- State Apprenticeship Report:
  - Current active apprentices 5,072
  - The current number of registered programs 81
  - Total number of male apprentices 4,786
  - Total number of female apprentices 261
  - By ethnic group: Hispanics: 1724, non-Hispanic: 2,691, Not provided: 632, Veteran: 443, non-Veteran: 25; by age: 16-24: 1,679; 25-34: 2,249; and apprentices aged 35 and over: 1,144
- Currently working on several grants, the State Apprenticeship Expansion Grant being the largest, youth navigator also assists with the youth programs; are in the process of trying to get a Nevada System of Higher Education Apprenticeship Navigator for the college system
- Employer Engagement Specialist
- Sub-grant from Nevada Department of Education (New Skills for Youth) – in process of going to RFP for an app that would tie in: will be a site to post openings also
- Occupational Licensing Grant (policy around occupational licensing and its effectiveness)
- WIO Governor Reserve
- Managing boards and councils:
  - State Apprenticeship Council
  - Governor's Workforce Development Board
  - Industry Sector Councils (aerospace, defense, construction, healthcare, information & technology, manufacturing logistics, mining & materials, natural resources, tourist, gaming & entertainment)
- OWINN was originally set up to assist other entities and then step back once they are in place – so will be seeing more of the support of what's working and then assisting in maintaining and some creative new systems as needed

**Craig von Collenberg** said that many people have lost the American dream and it is his vision to create the pathways back to that possibility.

**Kristine Nelson** said for future meetings, a statistics report as part of the packet would be appreciated. **Mr. von Collenberg** undertook to provide it.

**Bob Potts** asked if it was a requirement that apprentices supply information such as race and gender. **Mr. von Collenberg** stated that it is not required. **Mr. Potts** asked if there is any way to require those statistics in order to meet diversity compliance requirements. **Mr. von Collenberg** understood the importance of the question and noted that is on the radar, so more conversations will follow. **Mr. Potts** offered his assistance.



XIII. SECOND PUBLIC COMMENT(S)

*(Public Comment will be taken regarding any item appearing on the agenda. No action may be taken on a matter discussed under this item until the matter is included on an agenda as an item on which action may be taken. The Chair of the State Apprenticeship Council will impose a time limit of three minutes. Public Comment #2 will provide an opportunity for public comment on any matter within the Council's jurisdiction or advisory power.)*

**Chair Quitt** invited public comment but there was none.

XIV. ADJOURNMENT (Information/Discussion)

The meeting of the Apprenticeship Council was adjourned.

NOTE (1): Persons with disabilities who require special accommodations or assistance at the meeting should notify Joan Finlay, OWINN, between the hours of 8:00 a.m. through 5:00 p.m., in writing at 555 East Washington Ave, Ste. 4900; or call (702) 486- 8080 on or before the close of business, Thursday, May 23, 2019.

NOTE (2): Agenda items may be taken out of order, combined for consideration by the public body, and/or pulled or removed from the agenda at any time. The Chair may continue this meeting from day-to-day. Pursuant to NRS 241.020, no action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken.

NOTE (3): All comments will be limited to 3 minutes per speaker. Comment based on viewpoint may not be restricted. No action may be taken upon a matter raised under the public comment period unless the matter itself has been specifically included on an agenda as an action item. Prior to the commencement and conclusion of a contested case or quasi-judicial proceeding that may affect the due process of individuals, the Board may refuse to consider public comment. See NRS 233b.126

NOTE (4): Please provide the secretary with electronic or written copies of testimony and visual presentations if you wish to have complete versions included as exhibits with the minutes

NOTE (5): Supporting public material provided to members for this meeting is posted on OWINN's website at OWINN.NV.GOV/ and may be requested from the Governor's Office of Workforce Innovation (OWINN) at 555 E. Washington Avenue, Ste. 4900, Las Vegas, Nevada 89101 or by calling Joan Finlay at 702-486-8080.

NOTE (6): NOTICE OF THIS MEETING WAS FAXED, E-MAILED, OR HAND DELIVERED FOR POSTING TO THE FOLLOWING LOCATIONS: on or before 9:00 a.m. on the third working day before the meeting: DETR, 2800 E. St. Louis, Las Vegas, NV; DETR, 500 East Third St., Carson City, NV; DETR, 1325 Corporate Blvd., Reno NV; NEVADA JOBCONNECT, 3405 S. Maryland Parkway, Las Vegas, NV; NEVADA JOBCONNECT, 4500 E.Sunset Road, Henderson, NV; NEVADA JOBCONNECT, 2827 N. Las Vegas Blvd., North Las Vegas, NV; NEVADA JOBCONNECT, 1929 N. Carson St., Carson City, NV; NEVADA JOBCONNECT, 172 Sixth St., Elko, NV; NEVADA JOBCONNECT, 480 Campton St., Ely, NV; NEVADA JOBCONNECT, 121 Industrial Way, Fallon, NV; NEVADA JOBCONNECT, 475 W. Haskell, #1, Winnemucca, NV; NEVADA JOBCONNECT, 4001 S. Virginia St., Suite G, Reno, NV; NEVADA JOBCONNECT, 2281 Pyramid Way, Sparks, NV; CAPITOL BUILDING, 101 N. Carson Street, Carson City, NV 89701; GRANT SAWYER OFFICE BUILDING, 555 E. Washington Ave., Las Vegas, NV; LEGISLATIVE BUILDING, 401 S. Carson St., Carson City, NV; NEVADAWORKS 6490 S. McCarran Blvd., Building A, Unit 1., Reno, NV; WORKFORCE CONNECTIONS, 6330 W. Charleston Blvd., Las Vegas, NV. This agenda was also posted on the internet through OWINN's website at: OWINN.NV.GOV.



**(State Apprenticeship Council)**  
**2020 Proposed Meetings Schedule**

MEETING	DATE	TIME	LOCATION(S)	LOGISTICS
<u>State Apprenticeship Council</u>	<b>02/13/2020</b>	9:00 a.m. - 11:30 a.m.	Las Vegas, Carson City	VIDEOCONFERENCE <b>2 Locations</b> - Grant Sawyer Building 555 E. Washington Ave (LCB Conf. Rm. 4412), Las Vegas, NV   LCB 401 South Carson St, (LCB Conf. Rm. 3137) Carson City, NV  AT&T LV Line # 888-363-4735 Access 9319340 (OWINN to Host)
<u>State Apprenticeship Council</u>	<b>05/7/2020</b>	9:00 a.m. - 11:30 a.m.	Las Vegas, Carson City	VIDEOCONFERENCE <b>2 Locations</b> - Grant Sawyer Building 555 E. Washington Ave (LCB Conf. Rm. 4412), Las Vegas, NV   LCB 401 South Carson St, (LCB Conf. Rm. 3137) Carson City, NV  AT&T LV Line # 888-363-4735 Access 9319340 (OWINN to Host)
<u>State Apprenticeship Council</u>	<b>08/6/2020</b>	1:00 p.m. - 3:30 p.m.	Las Vegas, Carson City	VIDEOCONFERENCE <b>2 Locations</b> - Grant Sawyer Building 555 E. Washington Ave (LCB Conf. Rm. 4412), Las Vegas, NV   LCB 401 South Carson St, (LCB Conf. Rm. 3137) Carson City, NV  AT&T LV Line # 888-363-4735 Access 9319340 (OWINN to Host)
<u>State Apprenticeship Council</u>	<b>11/12/2020</b>	9:00 a.m. - 11:30 a.m.	Las Vegas, Carson City	VIDEOCONFERENCE <b>2 Locations</b> - Las Vegas: DETR, Stan Jones Building-2800 St. Louis Street; Conference Room A-C; Las Vegas, NV   Carson City: SAO Auditorium (DETR), 500 E. Third Street; Carson City  AT&T LV Line # 888-363-4735 Access 9319340 (OWINN to Host)





## **TITANIUM METALS CORPORATION (TIMET) and UNITED STEELWORKERS LOCAL 4856**

- ✓ **NSAC Checklist**
- ✓ **Group Joint (GJ) Standards of Apprenticeship**
- ✓ **Appendix A - *Work Process Schedules and Related Instruction Outlines* (see individual packets)**
- ✓ **Appendix B- *Apprenticeship Agreement***
- ✓ **Appendix C - *Affirmative Action Plan***
- ✓ **Appendix D - *Qualifications and Selection Procedures***







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Standards Placement	29 CFR, NRS 610, and NAC 610 Required Provisions
Foreword	1) <b>Skilled Occupation:</b> The employment and training of the Apprentice in a skilled occupation. <b>NRS 610.202, 5 and NRS 610.144 3(a)</b>
Appendix A	<p>2) <b>Term:</b> A term of apprenticeship of not less than 2,000 hours of work experience, consistent with training requirements as established by practice in the trade. <b>NRS 610.144 3 (b)</b></p> <p><b>Type of Occupation:</b> The term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach). <i>The time-based approach</i> measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule. <i>The competency-based approach</i> measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. <i>The hybrid approach</i> measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule. The determination of the appropriate approach for the program standards is made by the program sponsor, subject to approval by the Registration Agency of the determination as appropriate to the apprenticeable occupation for which the program standards are registered. <b>29 CFR 29.5 (b)</b></p>
Appendix A	3) <b>Work Processes:</b> An outline of the processes in which the apprentice will receive supervised experience and training on the job, and the allocation of the approximate time to be spent in each major process. <b>NRS 610.144 3 (c)</b>
Page 10 Section XIII  Appendix A	4) <b>Related Instruction:</b> Provisions for organized, related and supplemental instruction in technical subjects (and the costs thereof) related to the trade with a minimum of 144 hours for each year of apprenticeship, given in a classroom or through trade, industrial or correspondence courses of equivalent value or other forms of study approved by the State Apprenticeship Council. <b>NRS 610.144 3 (d); NAC 610.433</b>



Page 8 Article X Appendix A	5) <b>Wages:</b> A progressively increasing, reasonable and profitable schedule of wages to be paid to the apprentice consistent with the skills acquired, not less than that allowed by federal or state law or regulations or by a collective bargaining agreement. Employers shall pay a beginning wage for apprentices which is at least 35 percent of the rate for journeymen in the same trade, or Minimum and Reasonable and profitable wage for apprentice in construction industry. <b>NRS 610.144 3 (e); NAC 610.480, NAC 610.485</b>
Page 7 Section VIII Page 8 Section X	6) <b>Periodic Review and Evaluation:</b> Provisions for a periodic review and evaluation of the apprentice's progress in performance on the job and related instruction and the maintenance of appropriate records of such progress. <b>NRS 610.144 3 (f)</b>
Page 6 Section VI Appendix A	7) <b>Ratio:</b> A numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, continuity of employment and applicable provisions in collective bargaining agreements, in language that is specific and clear as to its application in terms of job sites, workforces, departments or plants. <b>NRS 610.144 3 (g)</b>
Page 7 Section VIII	8) <b>Probationary Period:</b> A probationary period that is reasonable in relation to the full term of apprenticeship, with full credit given for that period toward the completion of the full term of apprenticeship. A probationary period includes both on-the-job training and related instruction and cannot exceed 25% of the length of the program. <b>NRS 610.144 3 (h); NAC 610.442</b>
Page 10 Section XIV	9) <b>Safety:</b> Provisions for adequate and safe equipment and facilities for training and supervision and for the training of apprentices in safety on the job and in related instruction. <b>NRS 610.144 3 (i)</b>
Page 5 Section IV Appendix D	10) <b>Minimum Qualifications:</b> The minimum qualifications required by a sponsor for persons entering the program, with an eligible starting age of not less than 16 years. <b>NRS 610.144 3 (j); NAC 610.815 to 610.860, Inclusive</b>
Page 6 Section V Appendix B	11) <b>Apprenticeship Agreement:</b> Provisions for the placement of an apprentice under a written agreement as required by this chapter, incorporating directly or by reference the standards of the program. <b>NRS 610.144 3(k)</b>
Page 8 Section XI	12) <b>Credit for Previous Experience:</b> Provisions for the granting of advanced standing or credit to all applicants on an equal basis for previously acquired experience, training or skills, with commensurate wages for each advanced step granted. <b>NRS 610.144 3(l)</b>
Page 14 Section XXI	13) <b>Transfer of Training:</b> Provisions for the transfer of the employer's training obligation when the employer is unable to fulfill his or her obligation under the agreement to another employer under the same or a similar program with the consent of the apprentice and the local joint apprenticeship committee or sponsor of the program. <b>NRS 610.144 3(m)</b>



Page 6 Section VI Page 9 Section XII	14) <b>Qualified Trainers and Supervision:</b> Provisions for the assurance of qualified training personnel and adequate supervision on the job. <b>NRS 610.144 3(n)</b>
Page XVI Page 11 Appendix C	15) <b>Completion Certificate:</b> Provisions for the issuance of an appropriate certificate evidencing the successful completion of an apprenticeship. <b>NRS 610.144 3(o)</b>
Page ii	16) <b>Registration Agency:</b> An identification of the OWINN as the agency for registration of the program. <b>NRS 610.144 3 (p)</b>
Page 12 Section XIX	17) <b>Modifications:</b> Provisions for the registration of agreements and of modifications and amendments thereto. <b>NRS 610.144 (q)</b>
Page 11 Section XVIII	18) <b>Registration/Cancellation/Deregistration:</b> Provisions for notice to the State Apprenticeship Director of persons who have successfully completed the program and of all cancellations, suspensions and terminations of agreements and the causes therefor. <b>NRS 610.144 (r)</b>
Page 7 Section VIII	19) <b>Probationary Period Termination:</b> Provisions for the termination of an agreement during the probationary period by either party without cause. <b>NRS 610.144 (s)</b>
Page 5 Section II Appendix C	<p>20) <b>Equal Employment Opportunity:</b> Compliance with 29 CFR part 30; an affirmative action plan complying with 29 CFR 30.4; a method of selection or apprentices authorized by 29 CFR 30.5. A statement that the program will be conducted, operated and administered in conformity with the applicable provisions of 29 C.F.R. Part 30 or a state plan for equal opportunity in employment in apprenticeships adopted pursuant to 29 C.F.R. Part 30 and approved by the Department of Labor.</p> <p>(Five or more apprentices) For programs registered after January 18, 2017, the initial written affirmative action plan (Appendix C) for such programs must be completed within 2 years of registration. The written affirmative action plan must be updated every time the sponsor completes workforce analyses required by CFR 30.5(b) and 30.7(d) <i>Less than five apprentices encouraged, but not required</i></p> <p><b>NRS 610.144 2; NRS 610.144 3 (t); NAC 610.510 through 610.990, Inclusive, 29 CFR 30.4</b></p>
Page 13 Section XX Appendix D	21) <b>Person to Receive Complaints:</b> The name and address of the appropriate authority under the program to receive, process and make disposition of complaints. <b>NRS 610.144 3(u)</b>
Page 11 Section XVI Appendix D	22) <b>Records Maintenance:</b> Provisions for the recording and maintenance of all records concerning apprenticeships as may be required by the State Apprenticeship Council and applicable laws. <b>NRS 610.144 3(v); NAC 610.910</b>
	<b>ALL DOCUMENTS HAVE BEEN CHECKED FOR SPELLING, FORMATTING, GRAMMAR, (INCLUDING TABLE OF CONTENTS), ETC.</b>





**STANDARDS OF APPRENTICESHIP**

**DEVELOPED BY**

***TITANIUM METALS CORPORATION (TIMET)***

***and***

***UNITED STEELWORKERS LOCAL 4856***

***for the***

***TITANIUM METALS JOINT APPRENTICESHIP***

***AND TRAINING COMMITTEE***

***and***

***BOARD OF REGENTS OF NSHE ON BEHALF OF CSN***

**FOR**

**ALL OCCUPATIONS IDENTIFIED IN APPENDICES**

**APPROVED BY**

**OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA AND THE NEVADA STATE  
APPRENTICESHIP COUNCIL**

---

**Richard J. Williams, Nevada State Apprenticeship Director**

**REGISTRATION DATE: \_\_\_\_\_**

**REGISTRATION NUMBER: \_\_\_\_\_**

**REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP ACT  
IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP  
ESTABLISHED BY THE US DEPARTMENT OF LABOR, THE OFFICE OF WORKFORCE  
INNOVATION, AND THE NEVADA STATE APPRENTICESHIP COUNCIL**

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Appendix C - Affirmative Action Plan

Appendix D - Qualifications and Selection Procedures

## FOREWORD

These individual joint ***TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC) and BOARD OF REGENTS OF NSHE on behalf of CSN*** apprenticeship standards have as their objective the training of numerous apprenticeable occupations skilled in all phases of various industries. ***TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC) and BOARD OF REGENTS OF NSHE on behalf of CSN*** acting as sponsor, recognize that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

Pursuant to Title 29, CFR part 29.4 and NRS 610.202 these occupations are apprenticeable because each meet the following criteria:

- (a) Involve skills that are customarily learned in a practical way through a structured, systematic program of on-the-job supervised learning;
- (b) Be clearly identified and commonly recognized throughout an industry;
- (c) Involve the progressive attainment of manual, mechanical or technical skills and knowledge which, in accordance with the industry standard for the occupation, would require the completion of at least 2,000 hours on on-the-job learning to attain; and
- (d) Require related instruction to supplement the on-the-job learning.

This recognition has resulted in the development of these standards of apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as well as the Nevada Office of Workforce Innovation (OWINN) and the Nevada State Apprenticeship Council, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.



## **SECTION I – PROGRAM ADMINISTRATION**

- A. The local apprenticeship and training program shall be administered by the Joint Apprenticeship and Training Committee (JATC). All parties and all apprentices shall conform to these Standards.
- B. All entities and/or individuals cooperating in these Standards shall refer all matters involving any apprentice or pertaining to apprenticeship and training to the JATC. The JATC shall take action and dispose of all apprenticeship matters before action is reported to, or acted upon by, the sponsoring organizations (see Section XXI).

In the event the JATC cannot resolve an issue not covered by these Standards, the matter in dispute (excluding EEO complaints) shall be referred to the sponsoring parties for settlement. EEO complaints and non-CBA issues may be taken to the Nevada State Apprenticeship Council by either the JATC or the apprentice.

The provisions of these Standards shall not be construed as permitting violation of any applicable local, State or Federal law or regulation having the effect of law.

These Standards shall not be interpreted as being inconsistent with existing or subsequent CBA language establishing higher standards—the higher standard shall always prevail.

- C. The jurisdictional area which these Standards cover shall be the wage area as set forth in the local CBA.

### **Responsibilities of the JATC**

- A. The JATC shall, in conformity with the local CBA, adopt and establish approved Standards governing the qualifications, selection, employment, education and training of all apprentices, and register such Standards with the Nevada State Apprenticeship Council. The JATC shall also be responsible for the training of Journeyworkers and others.

- B. Each sponsoring party must have at least one (1) JATC member present to establish a quorum at JATC meetings.

Each sponsoring party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members as stipulated in Section II, paragraph A., regardless of the number of members present. In the event the parties are divided on an issue, each party may cast its full vote as if all were present. However, a vote to abstain is an official vote, it represents one of the votes the sponsoring party is entitled to and is not counted as either a yea or a nay.

An individual member must be physically present to personally vote on JATC matters. Written (absentee) votes are not acceptable for JATC matters.

- C. The JATC shall meet at least once a month and on call of the Chairman when a specific need

arises. The JATC may agree to cancel a regularly scheduled monthly meeting due to specific or unusual circumstances.

- D. The JATC shall determine the number of apprentices needed to keep the company supplied with an adequate number of Journey-level workers in the areas covered by these Standards. The JATC shall consider all factors (employment opportunities, attrition, etc.) having a bearing on the number of apprentices needed when determining the number to register. The JATC shall also consider its capability to provide on-the-job training (OJT) and related instructional training. At no time will the number of apprentices accepted into the program exceed the number of job openings identified by Titanium Metals Corporation.
- E. The JATC shall select apprentices without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older—except the applicant must meet the minimum age requirement. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual—as per the Affirmative Action Plan and Selection Procedures made a part of these Standards.
- F. The JATC shall see that each apprentice satisfactorily completes the minimum course materials as described in Appendix A.
- G. The JATC shall strive to see that each apprentice receives supervised on-the-job experience in the work process and job tasks as outlined in Appendix A1-A6.
- H. Before selected applicants for apprenticeship are given OJT assignments, the JATC shall see that each apprentice is properly registered with the JATC (through the execution of an apprenticeship agreement) and registered with the Office of Workforce Innovation, hereinafter referred to as the “Registration Agency.” The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes. The apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended, canceled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Registration Agency of the final action taken (see Sections XI, XII and XXI). Vacancies created by the cancellation of the apprenticeship agreement shall be filled as stipulated in Section XXI, Paragraph F.
- I. The JATC shall retain all application forms submitted along with all related documents and materials for a period of five (5) years—regardless of the application outcome. Such records shall include all announcements of apprenticeship opportunity. (See Section XXVI).
- J. The JATC shall maintain complete and accurate records (including employment records) on all apprentices for a minimum of five (5) years following the last committee action—including graduation (see Section XXVI).



- K. The JATC shall consider and act on all matters, issues, or problems concerning apprenticeship and training to the best of its ability avoiding, if at all possible, referring such to the sponsoring parties.
- L. The JATC shall establish a written Policy Statement that sets forth the policies, rules, and penalties regarding conduct within the program. The policies, rules and penalties shall be consistently applied in a nondiscriminatory manner. Every registered apprentice shall be provided a copy of the Policy Statement at time of registration and a copy of all subsequent modifications. A copy of the JATC's Policy Statement and subsequent changes to it shall be submitted to the Registration Agency in a timely manner.
- M. The JATC will hear and consider all violations of its policies and rules and of the apprenticeship agreement, and shall make such rulings in a consistent and nondiscriminatory manner.
- N. The JATC shall establish and implement a written complaint procedure in accordance with Section XXI. A copy of the complaint procedure shall be provided to every apprentice.
- O. The JATC shall make an annual report to the sponsoring parties carefully reviewing its work for the preceding year, including a review of the current Affirmative Action Plan, its overall effectiveness, and changes made to the Plan as a result of the review. Such report shall not include any information identifying individual apprentices in any manner.
- P. The JATC shall call upon the professional consultants for assistance and guidance when deemed necessary.
- Q. It shall be the duty of the JATC to see that all sections of these Standards, the Affirmative Action Plan, the Selection Procedures, Policy Statements, Rules and Regulations are enforced without discrimination.

### **Responsibilities of the Participating Employer**

Titanium Metals Corporation (herein referred to as 'the employer') shall be signatory to the local CBA, comply with the qualifying requirements as set forth in the basic labor agreement and be able to provide the necessary work experience for training as determined by the JATC. The employer must comply with all provisions of the apprenticeship program including the registered Standards of Apprenticeship, the Affirmative Action Plan and Selection Procedures, and the JATC's policies and rules. The employer shall only secure apprentices through the JATC.

The employer will be responsible for the costs associated with the Related Technical Instruction provided by the College of Southern Nevada as outlined in Appendix A1-A6 as established by the JATC. The College of Southern Nevada will assist with identifying any grant or funding opportunities to assist with the cost of related instruction.

While the apprentice is on the job site, it shall be the responsibility of the Employer to provide

to the apprentice a safe and healthful workplace and conditions of employment and work assignments that the apprentice can safely perform.

The employer will determine the ability of its Journey-level workers to adequately train and supervise the OJT of the apprentice based upon the work processes being learned, and assign apprentices accordingly.

**Structure of the Joint Apprenticeship and Training Committee (JATC)**

- A. The JATC shall be composed of five (5) members: two (2) who are qualified and duly appointed in writing to represent the Titanium Metals Corporation (must be management level employees of Titanium Metals Corporation and be currently employed by the company), two (2) who are qualified and duly appointed in writing to represent the United Steelworkers Local 4856 (must be members or staff of the United Steelworkers Local 4856 and active in the Industry), and one (1) ex-officio member who is qualified and duly appointed in writing to represent the College of Southern Nevada (must be a current employee of the College of Southern Nevada and currently working within the Division of Apprenticeship Studies).
- B. Ex-Officio members shall not retain voting privileges except in the case of a deadlock between other members. In this case, the representative of the College of Southern Nevada will cast the deciding vote.
- C. The term of office shall be for three (3) years. A committee member may be reappointed. Any reappointment shall also be in writing for the same specified term.
- D. The Committee shall select from its membership, but not both from the same party, a Chairman and a Secretary who shall retain voting privileges.
- E. Any vacancy created as a result of members leaving the JATC prior to the expiration of their appointment, shall be filled by the appropriate party to complete the unexpired term (the appointment shall be in writing).

Any JATC officer or member may be removed by the sponsoring organization upon recommendation of a majority vote of the JATC for dereliction of duty, breach of confidentiality or misconduct as a member/trustee. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.

- F. JATC minutes shall reflect all appointments, reappointments, resignations and terminations of JATC members/trustees.
- G. Due to the confidential nature of apprenticeship agreements and apprentice records and issues, all JATC meetings are to be considered as "closed meetings," except where state law provides otherwise.
- H. Consultants and guests may be invited to attend meetings of the JATC (via invitational acceptance or approved request), but shall have no official voice and no vote. There are to



be no alternate members of the JATC. The local union Business Manager, National Electrical Contractors Association (NECA) Chapter Manager or other designated sponsor representative may request to attend a JATC meeting with due notice given to the JATC

- I. The JATC may establish or authorize a joint subcommittee to be similarly constituted and appointed for training purposes to meet a specific need. Such subcommittees shall be established at the discretion of the JATC and shall remain in place until terminated by a majority vote of the JATC. Subcommittee members shall be appointed by the sponsoring parties in the same manner that JATC members are appointed. Members of a subcommittee may or may not be JATC members.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE - NRS 610.144 and 29 CFR §§ 29.5(b)(21) and 30.3(b)**

The JATC will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, or sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older.

The JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, Code of Federal Regulations, part 30, as amended, and other applicable law and lawful regulations.

## **SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES - NRS 610.144 and 29 CFR §§ 29.5(b)(21), 30.4, and 30.5**

The recruitment, selection, employment and training of apprentices shall be in accordance with the written Affirmative Action Plan and Selection Procedure approved by the Registration Agency and made a part of these Standards.

## **SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP - NRS 610.144 and 29 CFR § 29.5(b)(10)**

- A. Apprentices will be selected from a pool of current, eligible employees of Titanium Metals Corporation. Current, eligible employees with no active discipline will be afforded the opportunity to bid for apprenticeship positions in accordance with the established Collective Bargaining Agreement.
- B. To meet the minimum qualifications for consideration a candidate must:
  - a. Meet the minimum age requirement of eighteen (18) years of age at the time of application.
  - b. Be at least a high school graduate, or have a State Department of Education Issued Certificate of High School Equivalency (HSE), or, in lieu of a high school diploma or HSE, have a two-year Associate Degree or higher.
  - c. Be physically capable of performing the essential functions of the apprenticeship



program, with or without reasonable accommodations, and without posing a direct threat to the health and safety of the individual or others.

- d. Able to read, hear, and understand instructions and warnings.
- e. Pass any screen for the current illegal use of drugs required by the employer. Screenings passed on the initial date of hire for existing employees shall fulfill this requirement.
- f. Be a current employee of Titanium Metals with not less than six (6) months of continuous service.
- g. Have no current disciplinary action in their employment file.

**SECTION V - APPRENTICESHIP AGREEMENT - NRS 610.150, NRS 610.160 and 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)**

- A. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement. (See Appendix B, Apprenticeship Agreement.)
- B. Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's written Rules and Policies, the apprenticeship agreement and the sections of the CBA that pertains to apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.
- C. The JATC shall have three (3) copies of the apprenticeship agreement properly completed. Each copy shall be signed by the apprentice and the JATC. All copies will be submitted to the Registration Agency. Two (2) copies will be returned to the JATC, one (1) shall be provided to the apprentice, and one (1) shall be retained and filed by the JATC.

**SECTION VI - SUPERVISION OF APPRENTICES AND RATIOS - NRS 610.144 and 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)**

- A. The sponsor shall indenture a number of apprentices that meets a ratio of one (1) Apprentice to at least one (1) Journeyworker, consistent with proper supervision, training, safety and continuity of employment.
- B. The ratio of apprentices to journeyworkers employed in any occupation on a job site must not be greater than the ratio approved for the employer as to the entire workforce pursuant to the program registered with the Registration Agency.



**SECTION VII - TERM OF APPRENTICESHIP - 29 CFR § 29.5(b)(2)**

- A. The JATC shall see that each apprentice registered in the apprenticeship complete the minimum hours of reasonably continuous supervised employment (OJT) as outlined in Appendix A prior to any change in classification.

Apprentices registered in the apprenticeship program shall participate in a minimum of 144 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the courses of Related Technical Instruction outlined in Appendix A.

- B. To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as outlined in Appendix A.

**SECTION VIII - PROBATIONARY PERIOD - NRS 610.150, NRS 610.144, and 29 CFR §§ 29.5(b)(8) and 29.5(b)(20)**

The first six months 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 probationary period, the JATC 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 evaluation by the JATC. 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 probation, extend the probation, or cancel the apprenticeship agreement. All interested parties shall be notified in writing of such action.

**SECTION IX - HOURS OF WORK**

- A. The apprentice shall work the hours that are specified in the local CBA. The apprentice's work shall not interfere with attending related instructional classes. If classes at the College of Southern Nevada are not available at times outside of normal OJT hours, the College will work with the JATC to create training opportunities. This can include, but is not limited to, establishing classes on a CSN campus at agreed upon times or working with TIMET to establish on-site classes taught by TIMET employees.



The JATC shall make all OJT assignments, reassignments and transfers as stipulated in the CBA — ensuring adequate training in all OJT competencies listed in Appendix A1-A6.

- B. Apprentices are responsible for compliance with their assigned OJT hours. Failure to comply with OJT assignment, may result in termination of an apprentice's apprenticeship agreement. Non-compliance with OJT assignments shall include, but is not limited to, absenteeism, tardiness, and failure to complete assigned tasks.

**SECTION X - APPRENTICE WAGE PROGRESSION – NRS 610.144 and 29 CFR § 29.5(b)(5)**

Apprentices shall be employed on a stipulated hourly wage and benefits basis, as provided in the local CBA. Increases shall be subject to satisfactory progress on the job and satisfactory progress or completion of related instruction. See Appendix A for the periods of advancement and rates of pay.

- A. Every six months, the JATC shall examine the progress of the apprentice on the job and in related instruction. The JATC will also receive a monthly OJT training report from the employer showing the experience and training in the various work processes acquired by the apprentice, an evaluation of the apprentice from the apprentice's supervisor, and a transcript of completed classes and grades from the College of Southern Nevada showing the successful completion of related instruction.
- B. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

**SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – NRS 610.140 and 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)**

- A. Candidates with previous knowledge and skill acquisition applicable to the apprenticeship program can ask for and have such work and job experience evaluated by the JATC prior to signing an Apprenticeship Agreement. Where such experience warrants, the JATC will place the apprentice in the appropriate period with commensurate wages as determined by the JATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.

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

The JATC 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 credit and assigned to the appropriate pay period classification may be given additional time to



successfully complete related instructional requirements.

The granting of advanced standing or credit for previously acquired experience, training, or skills shall be applied equally to all applicants and measured against the work processes, with commensurate wages for any progression step so granted.

- B. After signing the apprenticeship agreement and being employed the apprentice cannot request an evaluation of past experience.
- C. Advanced 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 JATC determines.

#### **SECTION XII - WORK EXPERIENCE – NRS 610.144 and 29 CFR § 29.5(b)(3)**

- A. In order to provide for the development of the necessary occupational skills in the various work processes, the JATC shall attempt to provide the apprentice with OJT as specified in Appendix A.
- B. The JATC Committee will utilize the information provided on the apprentice's monthly work reports to document and certify that the apprentice has completed the necessary OJT hours necessary to qualify for the appropriate core competency evaluation or assessment.
- C. The JATC shall require each apprentice to submit a work report on a monthly basis. Such reports shall be maintained by the JATC as part of its official file for each apprentice. Further the JATC shall use the reports to provide an accumulative OJT record of experience in the various work processes for each apprentice.
- D. All work (OJT) shall be performed under the supervision of a Journeyworker or Supervisor. Supervision will not be of such nature as to prevent the development of responsibility and initiative. Work may be laid out by the employer's designated supervisor based on the apprentice's skills and ability to perform the job tasks, after which the apprentice shall be permitted to perform job tasks in order to develop job skills and work competencies.
- E. Supervising Journeyworkers or Supervisors must be present on the job site. However, an apprentice may be assigned to independently perform job tasks consistent with the apprentice's skills, knowledge and ability to perform the work as determined by the employer.
- E. An apprentice shall not supervise the work of any other apprentice or workers of any other classification.

**SECTION XIII - RELATED INSTRUCTION – NRS 610.144 and 29 CFR § 29.5(b)(4)**

- A. Each apprentice shall be required to participate in non-compensable related instructions away from the job as specified in Appendix A.
- B. In addition to the required curriculum as listed in Appendix A, each apprentice may be required to complete extra classes and certification prior to completion of their program. The extra classes and certification may be determined by the JATC as specific needs are determined.

Classes may include, but are not limited to:

OSHA 10/30, First Aid/CPR, Forklift, Boomlift, Scissorlift, Sexual Harassment & Discrimination, or any safety-related topics specific to the Titanium Metals Corporation site.

- C. The time spent in related classroom instruction, which may include web-based or blended learning, shall be in addition to the required minimum hours of OJT. The minimum number of classroom hours per year may change from time to time in order to meet training needs. Such changes must be properly approved by the Registration Agency and will never be less than the required 144 hours per year.
- D. The JATC shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. The JATC will work with the College of Southern Nevada to evaluate the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice — providing an accumulative record of performance in related training.
- F. Each apprentice shall sign a Family Educational Rights and Privacy Act (FERPA) release form to allow the JATC and the College of Southern Nevada to share information about the apprentice's related instructional training performance.

**SECTION XIV - SAFETY AND HEALTH TRAINING – NRS 610.144 and 29 CFR § 29.5(b)(9)**

- A. The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970 and as amended by Public Law 101-552, dated November 5, 1990, or State, or local standards that have been found to be at least as effective as the Federal standards.
- B. While on the job site, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.



**SECTION XV - MAINTENANCE OF RECORDS - NRS 610.144 and 29 CFR §29.5(b)(6), 29.5(b)(23), and 30.8**

The JATC shall maintain for a period of five (5) years all records relating to: apprentice applications (regardless of outcome), the employment and training of apprentices and information relevant to the operation of the program. This includes, but is not limited to records on the recruitment, application and selection of apprentices, periodic advancements, disciplinary action, layoffs, terminations, rates of pay, hours of OJT and related instruction, evaluations and other pertinent data.

All JATC records shall be made available upon request of the U.S. Department of Labor, Office of Apprenticeship and the applicable Registration Agency.

**SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - NRS 610.120 and 29 CFR § 29.5(b)(15), and Circular 2015-02**

- A. Upon satisfactory completion of the course of study, accumulation of the minimum OJT hours, and competencies outlined in Appendix A, the JATC will certify to the sponsoring parties, and the Registration Agency that the apprentice has satisfied the requirements of his or her apprenticeship agreement in order to be re-classified as a Journeyworker.
- B. The JATC shall request a Completion Certificate from the College of Southern Nevada for every individual completing the apprenticeship program. Each certificate shall be approved and signed by the officers of the JATC. The JATC shall likewise submit a signed request for a Completion Certificate of Apprenticeship to the Registration Agency and U.S. Department of Labor, the Office of Apprenticeship. The JATC will present each graduating apprentice with the listed certificates upon receipt from the listed entities.
- C. The JATC will notify the United Steelworkers Local 4856 Union of the date of each satisfactory completion, allowing the Local Union to reclassify the individual as per CBA, Rules and Policies.

**SECTION XVII - NOTICE TO REGISTRATION AGENCY - NRS 610.160 and 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)**

The State Apprenticeship Council, via the Registration Agency (Office of Workforce Innovation) must be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

**SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION - NRS 610.095, NRS 610.180, and 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)**

Registration:

These Standards of Apprenticeship will be approved by Titanium Metals Corporation, the Board of Regents of NSHE on behalf of CSN, and the United Steelworkers Local 4856 and registered with the Registration Agency (see Sections I and III).

Cancellation:

- A. Apprenticeship agreements may be canceled at any time during the term of apprenticeship as follows. The apprenticeship agreement may be canceled at the request of the apprentice or may be suspended for a specified period of time, canceled, or terminated by the JATC for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the Registration Agency of any such action taken (probation extension, suspension or cancellation). In the event that the action taken is a probation extension, the probationary period, in no case shall exceed 25% of the length of the program or one (1) year; whichever is shorter.

Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Furthermore, they are not eligible to participate in any related training activities and as per the CBA, they are not eligible for any job assignments under the CBA unless the JATC has determined that the individual is eligible for a change to another classification recognized in the CBA.

- B. Apprentices shall have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing.
- C. When an apprentice's registration (apprenticeship agreement) is terminated before satisfactory completion of their apprenticeship, the resulting vacancy shall be filled by following the selection procedures outlined in Section VIII of these standards.

Deregistration:

This program may be deregistered upon the voluntary action of the sponsor by the sponsor's request to the Registration Agency for cancellation of the registration. The program may also be deregistered for reasonable cause by the Registration Agency, in accordance with its formal deregistration proceedings.

Upon deregistration or voluntary cancellation of the program, the sponsor will inform each apprentice within 15 days of deregistration or cancellation and the effect of such action. This notification will conform to the requirements of Title 29, Code of Federal Regulations, Part 29.8 and any applicable State or local regulations.



**SECTION XIX - AMENDMENTS AND MODIFICATIONS - NRS 610.150 and 29 CFR § 29.5(b)(18)**

Rapid changes in the manufacturing industry may require modification or revision of these Standards from time to time. Such modification, when adopted by the JATC, shall be approved by Titanium Metals Corporation, the Board of Regents of NSHE on behalf of CSN and the United Steelworkers Local 4856. They must then be registered by the Registration Agency before implementation. Modification or changes in these Standards, including amendments, shall not alter conditions of apprenticeship already in force without the consent of all parties involved.

**SECTION XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE - NRS 610.180 and 29 CFR § 29.5(b)(22), 29.7(k), and 30.11**

The JATC shall have full authority and responsibility to review and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters. All complaints must be received in writing within thirty (30) days at:

- a. Titanium Metals Corporation Office of Human Resources  
181 N. Water St.  
Henderson, NV 89015  
Or
- b. College of Southern Nevada Division of Apprenticeship Studies  
2409 Las Verdes St.  
Las Vegas, NV 89102

**Complaint Procedure-**

The JATC has full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the local union and the apprentice, unless otherwise noted below.

If applicants or apprentices believe an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

1. For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the CBA *after* first bringing documented evidence to the JATC.
2. The JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the registered Standards. The JATC shall make such rulings as it deems necessary in each individual case. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur.
3. Any apprentice or applicant for apprenticeship who believes they have been discriminated against on the basis of race, color, religion, national origin or sex—with regard to apprenticeship, or that the equal opportunity standards with respect to their



selection have not been followed in the operation of the apprenticeship program, may contact directly the Federal, State or local Equal Employment Opportunity Commission (EEOC), and/or the U.S. Department of Labor, Office of Apprenticeship or their local Registration Agency.

Complaints to the U.S. Department of Labor, which may be filed by the apprentice or through an authorized representative of the apprentice, must be filed not later than 300 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standard.

The JATC shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, State and Federal contacts for receiving complaints. This procedure is also a part of the Affirmative Action Plan.

E. The Complaint Procedure shall be equitably applied to all applicants and apprentices.

#### **SECTION XXI - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - NRS 610.090 and 29 CFR § 29.5(13)**

The JATC shall make all OJT assignments, reassignments and transfers as stipulated in the CBA — ensuring adequate training in all OJT competencies listed in Appendix A1-A6.

#### **SECTION XXII - RESPONSIBILITIES OF THE APPRENTICE**

Apprentices, having read these standards formulated by **TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC) and BOARD OF REGENTS OF NSHE on behalf of CSN**, agree to all the terms and conditions contained herein and agree to abide by the **TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC)** rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as **TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC)** may deem necessary to become a skilled journeyworker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by **TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC)**.
- B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.



- C. Work for ***TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC)*** the duration of the apprenticeship, unless the apprentice is reassigned or the apprenticeship agreement is terminated by ***TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC)***.

Apprentices are also responsible for following all **Local JATC Rules and Regulations** as follows:

- A. The apprentice is subject to the written Rules and Policies of the JATC as presently in existence, or as may be adopted or modified from time to time. The JATC will provide the Registration Agency with a copy of the written Rules and Policies and any modifications thereto.
- B. The apprentice will be provided with a copy of the written Rules and Policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revision or modifications are made to the Rules and Policies.

#### **SECTION XXIII - TECHNICAL ASSISTANCE**

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, the Office of Workforce Innovation, and vocational schools, may be requested to advise ***TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC)***.

***TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC)*** is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

#### **SECTION XXIV - CONFORMANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS**

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal or Nevada State Law or Regulation.

#### **SECTION XXV - COLLECTIVE BARGAINING AGREEMENTS - 29 CFR § 29.11**

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- A. Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- B. Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.



## SECTION XXVI - DEFINITIONS

**ACE:** American Council on Education

**APPRENTICE:** Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

**APPRENTICE ELECTRONIC REGISTRATION (AER):** An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

**APPRENTICESHIP AGREEMENT:** The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

**JOINT APPRENTICESHIP TRAINING COMMITTEE (JATC):** Those persons designated by the sponsor to act as agents for the sponsor in the administration of the program. A non-joint committee, which may also be known as a unilateral committee or (if it includes workers' representatives) a group non-joint committee, has employer representatives but does not have a bona fide collective bargaining agent as a participant.

**APPRENTICESHIP PROGRAM:** A plan (Standards of Apprenticeship) containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, including such matters as the requirement for a written apprenticeship agreement.

**CANCELLATION:** The termination of the apprenticeship agreement.

**CAREER LATTICE:** Career lattice apprenticeship programs include occupational pathways that move an apprentice laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship credential.

**CERTIFICATE OF COMPLETION OF APPRENTICESHIP:** The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

**CERTIFICATE OF TRAINING:** A credential that may be issued by the U.S. Department of Labor's Office of Apprenticeship, or by Office of Workforce Innovation administrator to those registered apprentices whom the sponsor has certified in writing to the Registration Agency as having successfully met the requirements to receive an interim credential.

**CEU:** Continuing Education Units

**COLLECTIVE BARGAINING AGREEMENT:** The negotiated agreement between the signatory union and signatory employer(s) that sets forth the terms and conditions of employment.

**COMPETENCY-BASED OCCUPATION:** An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an



occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

**CPR:** Cardiopulmonary Resuscitation.

**DIRECT ENTRY:** Qualifying applicants are directly admitted into the apprenticeship program. All post selection requirements remain in force.

**DIRECT INTERVIEW:** Qualifying applicants go directly to oral interview and are placed in the eligibility pool.

**DOL:** U.S. Department of Labor.

**EEO:** Equal Employment Opportunity.

**ELECTRONIC MEDIA:** Media that utilize electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

**EMPLOYER:** Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

**HSE:** Nevada Certificate of High School Equivalency. A certificate recognized by the State of Nevada Department of Education as the equivalent of a high school diploma. The three recognized tests for HSE exams are the General Education Diploma (GED), the Educational Testing Service's HiSET Exam, and the Test Assessing Secondary Completion (TASC).

**HYBRID OCCUPATION:** An occupation using an apprenticeship approach that measures the individual apprentice's skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

**INTERIM CREDENTIAL (CERTIFICATE OF TRAINING):** A credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

**IATC:** Joint Apprenticeship and Training Committee.

**JOB CORPS CENTER:** Any of the federally funded Job Corps centers throughout the U.S. and Puerto Rico. Job Corps serves youths and young adults 16-24 years of age. Sponsors that wish to hire Job Corps graduates who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Qualifications and Selection Procedures.

**JOURNEYWORKER/FULLY-COMPETENT WORKER:** A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies

required for the occupation. These terms may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

**OA:** U.S. Department of Labor, Office of Apprenticeship.

**OJT:** On-the-Job Training.

**O\*NET-SOC CODE:** The Occupational Information Network (O\*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O\*NET classification uses an 8-digit O\*NET-SOC code. Use of the SOC classification as a basis for the O\*NET codes ensures that O\*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

**ON-THE-JOB LEARNING (OIL):** Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

**OSHA:** Occupational Safety and Health Act.

**OWINN:** State of Nevada Governor's Office of Workforce Innovation (OWINN)

**PROBATIONARY PERIOD:** Defined period of time during which the apprenticeship agreement may be terminated by either party to the agreement upon written notice to the Registration Agency. In no case shall the probationary period exceed 25% of the program length or one (1) year; whichever is shorter.

**PROVISIONAL REGISTRATION:** The 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in NAC 610.357 and 29 CFR §§ 29.3(g) and (h).

**REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS):** A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

**REGISTRATION AGENCY and FIELD REPRESENTATIVE:** The U.S. Department of Labor's Office of Apprenticeship or the Office of Workforce Innovation that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR § 29 and 30, and conducting quality assurance assessments.

The field representative shall mean the person designated by Office of Apprenticeship to service this program.

The Registration Agency and field representative identified are:

Office of Workforce Innovation (OWINN), Richard J. Williams, Nevada State Apprenticeship Director, (702) 486-8080;

and



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U.S. Department of Labor, Office of Apprenticeship, Region VI, Douglas Howell, Multi-State Navigator, (702) 388-6396.

**RELATED INSTRUCTION:** An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

**SPONSOR:** Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program. The sponsor, for purposes of these standards, means ***TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC) and BOARD OF REGENTS OF NSHE on behalf of CSN.***

**STANDARDS OF APPRENTICESHIP:** This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.

**SUPERVISOR OF APPRENTICE(S):** An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

**TIME-BASED OCCUPATION:** An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

**TRANSFER:** A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

**UNION:** Means the United Steelworkers Local 4856.

**WRITTEN INDUSTRY RECOMMENDATION:** A letter (on business letterhead) from a contractor, business agent, organizer, supply house, etc. recommending an applicant.

**SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS**

**TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE (JATC), AND THE BOARD OF REGENTS OF NSHE ON BEHALF OF CSN**, hereby adopts these standards of apprenticeship on this \_\_\_\_ day of \_\_\_\_\_, 2019.

Stephanie Stanton

SIGNATURE OF JATC CHAIRMAN

11/22/2019

DATE

Galvinia Burre

SIGNATURE OF JATC SECRETARY

11/22/2019

DATE

APPROVED BY THE BOARD OF REGENTS OF NSHE ON BEHALF OF CSN:

Juanita Ross

REPRESENTATIVE

11/22/2019

DATE

Apprenticeship Coordinator

TITLE

REGISTERED WITH AND APPROVED BY:

REGISTRATION AGENCY

DATE

BY:

REGISTRATION AGENCY REPRESENTATIVE

TITLE



## **Appendix B**

# **APPRENTICESHIP AGREEMENT AND APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP**

**DEVELOPED IN COOPERATION WITH THE  
US DEPARTMENT OF LABOR, THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW  
NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL**

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# Program Registration and Apprenticeship Agreement



THE OFFICE OF WORKFORCE INNOVATION  
FOR THE NEW NEVADA, AND THE NEVADA  
STATE APPRENTICESHIP COUNCIL

## APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expires: 01/31/2020

**Warning:** This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

### PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address  (No., Street, City, State, Zip Code, Telephone Number)		*Social Security Number  - -		Answer Both A and B (Voluntary) (Definitions on reverse)		5. Veteran Status (Mark one)  <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran	
2. Date of Birth (Mo., Day, Yr.)		3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female		4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino  b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White		6. Education Level (Mark one)  <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training	
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee				7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship			
8. Signature of Apprentice  Date				9. Signature of Parent/Guardian (if minor)  Date			

### PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No.  Sponsor Name and Address (No. Street, City, County, State, Zip Code)  <b>TITANIUM METALS CORPORATION (TIMET)</b> <b>STEPHANIE STANTON, HR MANAGER</b> <b>181 N. WATER STREET</b> <b>HENDERSON, NV 89015</b>		2a. Occupation (The work processes listed in the standards are part of this agreement).		2b. Occupation Code:  2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Occupation Training Approach (Mark one)  3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid		4. Term (Hrs., Mos., Yrs.)		5. Probationary Period (Hrs., Mos., Yrs.)	
6. Credit for Previous Experience (Hrs., Mos., Yrs.)		7. Term Remaining (Hrs., Mos., Yrs.)		8. Date Apprenticeship Begins	
9a. Related Instruction (Number of Hours Per Year)		9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid		9c. Related Training Instruction Source <b>TITANIUM METALS CORPORATION (TIMET)</b> <b>181 N. WATER STREET, HENDERSON, NV 89015</b>	

### 10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ _____	10b. Apprentice's Entry Hourly Wage \$ _____	10c. Journeyworker's Hourly Wage \$ _____
Check Box 10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.	Period 1	Period 2
	3	4
	5	6
	7	8
	9	10
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>		

11. Signature of Sponsor's Representative(s) <b>UNITED STEELWORKERS LOCAL 4856</b>  Date Signed		13. Name and Address of Sponsor Designee to Receive Complaints (If applicable) <b>TITANIUM METALS CORPORATION (TIMET)</b> <b>STEPHANIE STANTON, HR MANAGER</b> <b>181 N. WATER STREET</b> <b>HENDERSON, NV 89015</b> <b>STEPHANIE.STANTON@TIMET.COM 702-566-4428</b>	
12. Signature of Sponsor's Representative(s) <b>TITANIUM METALS CORPORATION (TIMET)</b>  Date Signed			

### PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
4. Apprentice Identification Number (Definition on reverse):		



## Program Definitions and/or Instructions:

### Part A

#### Item 4.a. Definition - Ethnic Group:

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

#### Item 4.b. Definitions - Race:

**American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

#### Item 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

**Pre-Apprenticeship.** A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

**Technical Training School.** Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**Military Veterans.** Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**Job Corps.** Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**YouthBuild.** Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

**HUD/STEP-UP.** Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

**Career Center Referral.** Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

**School-to-Registered Apprenticeship.** Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

### Part B

**Item 2.b.1. Interim Credentials.** Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

**Item 3. Occupation Training Approach.** The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

**Item 4. Term (Hrs., Mos., Yrs.).** Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

**Item 5. Probationary Period (Hrs. Mos., Yrs.)** Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

**Item 7. Term Remaining (Hrs., Mos., Yrs.).** Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

#### Item 10. Wage Instructions:

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3. and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

**Note:** 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.

10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.



**Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.
%	55	60	65	70	80	90

**Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM**

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.
%	50	55	60	65	70	75	80	90

**Item 13.** Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

**Part C.**

**Item 4. Definition:** The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

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\*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

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The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

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Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)

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THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW  
NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL  
APPLICATION FOR CERTIFICATION OF COMPLETION OF  
APPRENTICESHIP

*(If required please type or print all information, attach additional apprentices on separate sheet)  
(This Application is optional, for Sponsor utilizing Electronic Registration)*

### Sponsor Information

Sponsor: TITANIUM METALS CORPORATION	Program #:
Address: 181 N. WATER STREET	Contact Name: STEPHANIE STANTON
City, State, Zip: HENDERSON, NV 89015	Phone: 702-566-4428

### Apprentice Information

Full Name of Apprentice:
Apprentice Registration Number:
Occupation:
Term:
Registration Date:
Date of Completion:
Completion Wage:

### Related Instruction Certification

Related Instruction Hours completed:
Related Instruction Furnished By:
Teacher(s) or Director(s) of Related Instruction Certifying to above information:
Name: _____ Address: _____

### Request for Certificate

On behalf of the above named sponsor, I hereby certify that the apprentice named in the application has satisfactorily completed and working at the Journeyworker Level of his/her apprenticeship program as registered with the Office of Apprenticeship and hereby recommend the issuance of the <b>Certificate of Completion of Apprenticeship</b>
Sponsor's Signature: _____ Date: _____
Title: _____

### Office of Apprentice use only:

Date Entered in RAPIDS (if required): _____
Date Certificate Sent: _____





THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW  
NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL  
APPLICATION FOR CERTIFICATION OF COMPLETION OF  
APPRENTICESHIP

*(If required please type or print all information, attach additional apprentices on separate sheet)  
(This Application is optional, for Sponsor utilizing Electronic Registration)*

**Authentication of Requests for Certificate of Completion of Apprenticeship**

Where the Office of Apprenticeship is the Registration Agency, issuance of a Certificate of Completion of Apprenticeship to apprentices upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the sponsor certifies to the Registration Agency and requests the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests are completed either electronically using the Register Apprenticeship Partner Information System (RAPIDS) or in writing using with the use of this form from the sponsor to the appropriate field office.

**General Guidance**

The sponsor will verify that the apprentice has completed all requirements of apprenticeship including a signed copy of transcripts from the sponsor, provider or sponsor of the related instruction. The field office representative shall have in evidence an electronic or written Application for Certification of Completion of Apprenticeship.

When a large number of apprentices are completing at the same time from the same occupation, one application form from the sponsor can be used with an attached list of pertinent information for the completing apprentices. When the sponsor has more than one occupation or more than one employer, the sponsor should complete separate forms for each occupation and employer, follow the procedure above.

The occupation identified, must be the occupation title as listed in the most current List of Officially Recognized Apprenticeable Occupations. For sponsors who use a slightly different occupational title, OA staff may use the sponsor's title as long as the officially recognized occupational title is included in parenthesis under the sponsor's occupational title. Please see attached "sample" for reference.

The term "journeyman, journeyworker, journeyperson, etc." should not be included in the occupational title. These terms are used to describe a level of competency rather than an occupational title.

In rare instances where a program sponsor may utilize such a term above in their occupational title and that terminology is consistently used within their organization and training materials, OA staff may use that terminology on the sponsor's occupational title as long as the officially recognized occupational title is listed in parenthesis under the sponsor's title. The practice of using a level of competency in the occupational title should be discouraged when possible.

The sponsor's name on the Certificate of Completion of Apprenticeship shall be as it is registered and approved in their apprenticeship standards.

The date completed shall be the date of completion as indicated on the request form.

**Issuance of Replacement OA Certificate of Completion of Apprenticeship**

Replacement certificate requests shall be verified with undeniable proof that an original certificate was either issued or requested by the sponsor. This shall be verified through OA's records or the program sponsor's records. In the event a field office has no proof, yet a program sponsor does, or vice versa, a copy of that proof shall be sent to the field office and included in the program folder. The term "**Replacement Certificate**" shall be printed on the certificate.

The Certificate of Completion of Apprenticeship shall not be used for any other purpose than completion of a Registered Apprenticeship program.





## Appendix C

### **AFFIRMATIVE ACTION PLAN**

#### **ADOPTED BY**

***TITANIUM METALS CORPORATION (TIMET);***

***UNITED STEELWORKERS LOCAL 4856***

***for the***

***TITANIUM METALS JOINT APPRENTICESHIP***

***AND TRAINING COMMITTEE***

***And***

***BOARD OF REGENTS OF NSHE ON BEHALF OF CSN***

**DEVELOPED IN COOPERATION WITH THE  
US DEPARTMENT OF LABOR, THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW  
NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL  
AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30**

**APPROVED BY  
OFFICE OF WORKFORCE INNOVATION AND THE NEVADA STATE APPRENTICESHIP COUNCIL**

\_\_\_\_\_  
**Richard J. Williams, Nevada State Apprenticeship Director**

**APPROVAL DATE:** \_\_\_\_\_

**REGISTRATION NUMBER:** \_\_\_\_\_

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## **SECTION I - INTRODUCTION**

The sponsor enters this affirmative action plan (AAP) in good faith to promote equality of opportunity in its registered apprenticeship program. If women and/or minorities are underutilized in the apprenticeship program, the sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program. The sponsor hereby adopts the equal opportunity pledge located in Section II and the AAP.

This AAP is a supplement to the apprenticeship standards. Any changes made by the sponsor to the AAP will become part of this written AAP, once approved by the Registration Agency.

## **SECTION II - EQUAL OPPORTUNITY PLEDGE - 29 CFR §§ 29.5(b)(21) and 30.3(b)**

The sponsor commits to the following equal opportunity pledge:

"The sponsor will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30."

## **SECTION III - ANALYSES AND GOALS**

To ensure full utilization of minorities and women in the apprenticeship program, the sponsor will conduct analyses to determine whether minorities and/or females are being underutilized and, if they are, will establish appropriate goals for the full utilization of minorities and/or women in apprenticeship. To determine whether underutilization exists, the sponsor will analyze at least the following five factors:

- (1) The size of the working age minority and female (minority and nonminority) population in the program sponsor's labor market area;
- (2) The size of the minority and female (minority and nonminority) labor force in the program sponsor's labor market area;
- (3) The percentage of minority and female (minority and nonminority) participation as apprentices in the particular occupation as compared with the percentage of minorities and women (minority and nonminority) in the labor force in the program sponsor's labor market area;
- (4) The percentage of minority and female (minority and nonminority) participation as journeyworkers employed by the employer or employers participating in the program as compared with the percentage of minorities and women (minority and nonminority) in the sponsor's labor market area and the extent to which the sponsor should be expected to correct any deficiencies through the achievement of goals for the selection of apprentices; and
- (5) The general availability of minorities and women (minority and nonminority) with present or potential capacity for apprenticeship in the program sponsor's labor market area.



Underutilization exists if there are fewer minorities and/or women in the registered occupation(s) in the sponsor's apprenticeship program than would reasonably be expected in view of all relevant factors. If the sponsor detects underutilization of minorities and/or women in its apprenticeship program in the registered occupation(s), it will establish goals for the selection of minority and/or female applicants. (For further instructions, see the attached affirmative action plan workforce analysis worksheet.) The sponsor will make good-faith efforts to meet its goals.

#### **SECTION IV - OUTREACH AND POSITIVE RECRUITMENT- 29 CFR § 30.4(c) and NRS 610.144**

The sponsor will undertake appropriate outreach and positive recruitment efforts that would reasonably be expected to increase minorities' and women's participation in apprenticeship by expanding the opportunities of minorities and women to become eligible for apprenticeship selection. The sponsor will set forth the specific steps it intends to take under each selected effort below. The sponsor will undertake a significant number of activities to enable it to meet its obligations under 29 CFR § 30.4(c).

- A. The sponsor will disseminate information concerning the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and its equal opportunity policy to the following:
- Registration Agency
  - Women's centers
  - Local schools
  - Employment service offices
  - Other outreach programs and community organizations, including those that can effectively reach minorities and women
  - Newspapers, including those that are circulated in minority communities and among women
  - Social media outlets (Facebook, Twitter, Instagram, LinkedIn, etc.)
1. ☐ Sponsors of programs accepting applications only at specified intervals must disseminate the above information at least 30 days in advance of the earliest date for application at each interval.
2. ☐ Sponsors of programs customarily receiving applications throughout the year must disseminate the above information regularly, not less than semiannually.
- B. ☐ The sponsor will participate in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service, and other appropriate personnel with the apprenticeship program and current opportunities.
- C. ☐ The sponsor will cooperate with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. ☒ The sponsor will communicate its equal opportunity policy internally in such a manner as to foster understanding, acceptance, and support of the policy among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid in meeting its obligation under 29 CFR § 30.



- E. ☐ The sponsor will engage in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pretesting experience and training. In initiating and conducting these programs, the sponsor may be required to work with other sponsors and appropriate community organizations. The sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. ☐ The sponsor will encourage the establishment and utilization of programs of pre-apprenticeship, preparatory occupational training, or others designed to afford related work experience or prepare candidates for apprenticeship. The sponsor will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. ☐ The sponsor will utilize journeyworkers to assist in the implementation of its AAP.
- H. ☐ The sponsor will grant advance standing or credit based on previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. ☐ The sponsor will take other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and women apprentices and journeyworkers as recruiters; career counseling; periodic auditing of AAPs and activities; and development of reasonable procedures to ensure equal employment opportunity, including reporting systems, on-site reviews, and briefing sessions).

**For each item checked in Section IV, describe in detail each specific step that the sponsor will undertake to fulfill that outreach and recruitment step:**

Apprentices will be selected from a pool of current, eligible employees of Titanium Metals Corporation. Current, eligible employees with no active discipline will be afforded the opportunity to bid for apprenticeship positions in accordance with the established Collective Bargaining Agreement.

#### **SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN**

The sponsor will make an annual review of its current AAP and its overall effectiveness and will institute any revisions or modifications warranted. The review will analyze the affirmative action steps (independently and collectively) taken by the sponsor to evaluate their effectiveness in ensuring equal opportunity in all aspects of apprenticeship, including recruitment, selection, employment, and training. The sponsor will continually monitor these processes in order to identify and address any barriers to equal opportunity. This may require that the sponsor identify the need for new affirmative action efforts and/or deletion of ineffective existing activities. All changes to the AAP must be submitted to the Registration Agency for approval.



**SECTION VI - OFFICIAL ADOPTION OF AFFIRMATIVE ACTION PLAN**

**TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the  
TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE** hereby officially  
adopt this Affirmative Action Plan on this \_\_\_\_ day of \_\_\_\_\_, 2019.

*Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.*

Gabriela Beavers  
Signature of Sponsor (designee)

Date: 11/22/2019

Gabriela Beavers / HR Generalist  
Print Name and Title  
Titanium Metals Corporation (TIMET)

Sammy Phillips  
Signature of Sponsor (designee)

Date: 4/22/19

Sammy Phillips President 4856  
Print Name and Title  
United Steelworkers Local 4856

Susan Ross  
Signature of Sponsor (designee)

Date: 11/22/2019

SUSAN ROSS Apprenticeship Coordinator  
Print Name and Title  
Board of Regents of NSHE on Behalf of CSN



## AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

### A. SPONSOR INFORMATION

Program Number:			
Name of Sponsor:	TITANIUM METALS CORPORATION (TIMET)		
Address:	181 N. WATER STREET		
City/State/Zip Code:	HENDERSON, NV 89015		
Contact Person:	STEPHANIE STANTON		
Phone Number:	702-566-4428	Fax Number:	
E-Mail Address:	STEPHANIE.STANTON@TIMET.COM		

### B. OCCUPATIONAL INFORMATION

Occupation Title:	Crane Repairperson		
RAPIDS Code: <b>0153R</b>	O*NET-SOC Code: <b>49-3031.00</b>		
Type of Selection Method Used:	<input type="checkbox"/> Selection on basis of rank from pool of eligible applicants <input type="checkbox"/> Random selection from pool of eligible applicants <input type="checkbox"/> Selection from pool of current employees <input type="checkbox"/> Alternative selection		
Labor Market Area Description:	<input type="checkbox"/> State <input type="checkbox"/> SMA <input type="checkbox"/> County		

### C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA

<b>C.1. Total Labor Force in Labor Market Area*</b>			
Number of women:		% of labor force	
Number of minorities:		% of labor force	
<b>C.2. Working Age Population in Labor Market Area*</b>			
Number of women:		% of labor force	
Number of minorities:		% of labor force	
<b>C.3. Apprentice Participation in Occupation in National Apprenticeship System*</b>			
Number of women:		% of apprentices	
Number of minorities:		% of apprentices	
<b>C.4. General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in relevant Labor Market Area**</b>			
Number of women:			
Number of minorities:			

### D. SPONSOR'S WORKFORCE DATA

<b>D.1. Total Number of Journeyworkers Employed</b>			
Number of women:		% of work force	
Number of minorities:		% of work force	
<b>D.2. Total Percentage of Apprentices or of Applicant Pool (Depending on Selection Method Used)</b>			
Percentage of women apprentices or women in applicant pool:			%
Percentage of minority apprentices or minorities in applicant pool:			%

**E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS**

Industry Source Data	Minority rate of participation	Female rate of participation
E.1. Registered Apprenticeship Partners Information Data System (RAPIDS)***		
E.2. EEOC Occupational Employment Data****		

**F. DETERMINATION OF UTILIZATION**

Analysis	Yes	No
Minority underutilization:		
Female underutilization:		

**G. SPONSOR'S GOALS**

The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting \_\_\_\_\_ % minorities and/or \_\_\_\_\_ % women during the next EEO review cycle. These goals will not be used to discriminate against any qualified applicant based on race, color, religion, national origin, or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be \_\_\_\_\_.

**H. REGISTRATION AGENCY APPROVAL**

**Sponsor**

**Registration Agency**

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Registration Agency Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

Resources for obtaining labor market information:

\* <http://bls.gov/>

\*\* Program sponsors may use any reasonable method to propose the entries for "The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship," including relying on the data recorded in Section C.1 for "Total Labor Force," C.2 for "Working Age Population," and C.3 for "Apprentice Participation in Occupation."

\*\*\* RAPIDS data available from Registration Agency.

\*\*\*\* <http://www.census.gov/eo2000/index.html>



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**Instructions for Completing This Worksheet**

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR § 30.4(e) in order to determine whether barriers to equal employment opportunity may exist within a particular occupational title.

Part A The sponsor information section may be prepared by the sponsor representative or servicing Registration Agency representative.

Part B Occupational information must be taken from the registered program standards and may be prepared by the sponsor representative or servicing Registration Agency representative. A workforce analysis worksheet must be completed for each occupational title identified.

Part C The sponsor must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges and other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For the purpose of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 16 years and over whether or not they are currently in the labor force or looking for employment.

Part D The program sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(1) or (2), the data in D.2 must reflect the pool of eligible applicants from which selections are made. If the sponsor utilizes either selection method 29 CFR § 30.5(b)(3) or (4), the data in D.2 must reflect the apprentices currently registered in the program.

Part E Additional resource data for consideration in establishing reasonable goals will be provided by the Registration Agency. These data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D, and E, the sponsor will determine and record whether minorities and/or women are underutilized.

Part G If the sponsor's analyses determine that minorities and/or women are underutilized, the sponsor, utilizing the resource data found in Parts C, D, and E, will establish goals that are reasonable in consideration of the results that could be expected from its good-faith efforts to make its overall affirmative action program successful. The Registration Agency will assess the proposed goals for minorities and/or women and, if they are found to be reasonable and attainable, will approve the sponsor's goals. The Registration Agency will not approve proposed goals for minorities and/or women that are lower than the current participation rates in the program.





## **Appendix D**

### **QUALIFICATIONS AND SELECTION PROCEDURES**

#### **ADOPTED BY**

***TITANIUM METALS CORPORATION (TIMET);  
UNITED STEELWORKERS LOCAL 4856***

***for the***

***TITANIUM METALS JOINT APPRENTICESHIP  
AND TRAINING COMMITTEE***

***And***

***BOARD OF REGENTS OF NSHE ON BEHALF OF CSN***

**DEVELOPED IN COOPERATION WITH THE  
US DEPARTMENT OF LABOR, THE OFFICE OF WORKFORCE INNOVATION FOR THE NEW  
NEVADA, AND THE NEVADA STATE APPRENTICESHIP COUNCIL**

**APPROVED BY  
OFFICE OF WORKFORCE INNOVATION FOR THE NEW NEVADA AND THE NEVADA STATE  
APPRENTICESHIP COUNCIL**

\_\_\_\_\_  
**Richard J. Williams, Nevada State Apprenticeship Director**

**APPROVAL DATE:** \_\_\_\_\_

**REGISTRATION NUMBER:** \_\_\_\_\_

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

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## SECTION I - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Minimum age qualification required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 18 years.

B. Education

A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential may be required. Applicant must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants will pass any physical agility test, fitness test, or screen for the current illegal use of drugs required by the employer on acceptance into the program and prior to being employed.

D. Aptitude Test

When required by an employer, each applicants must pass any aptitude test given by the employer which will be used as one factor in the selection process.

E. Others

As appropriate.

## SECTION II - APPLICATION PROCEDURES

A. Applicants will be accepted throughout the year or as specified by the employer. Every person requesting an application will have one made available upon signing the applicant log.

B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant

log to show race, ethnicity, and sex and the progress by dates and final disposition of each application.

- C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the sponsor.
- D. Receipt of the properly completed application form along with required supporting documents (driver's license, birth certificate, or other acceptable proof of age; copy of high school diploma, GED certificate, or other acceptable documentation of education) will constitute the completed application.
- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

### SECTION III - SELECTION PROCEDURES (EXAMPLES)

*Sponsor must select one (1) of the following:*

1. ☐ ***Alternative selection methods***

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

2. ☐ ***Selection on basis of rank from pool of eligible applicants***

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of minorities and women (minority and nonminority) into the pool of eligibles must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1). The method of rating is listed by each employer.

3. ☐ ***Random selection from pool of eligible applicants***

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the



administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

4. ☒ ***Selection from pool of current employees***

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program.

Employer's in-house selection process is outlined in submitted Standards, page 5, Section IV – Qualifications for Apprenticeship – NRS 610.144 and 29 CFR § 29.5[b][10].

## **SECTION IV - DIRECT ENTRY**

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

### **Sponsor must select the one's they will use**

- A. ☐ A youth who has completed a Job Corps training program in any occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the Job Corps training received to grant appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- B. ☐ A youth who has completed a YouthBuild training program in any occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement.



The sponsor will evaluate the YouthBuild training received to grant appropriate credit on the term of apprenticeship. Entry of YouthBuild graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

- C. ☐ A military veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the specific industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must 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. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- D. ☐ A former inmate of the U.S. Department of Justice Bureau of Prisons (BOP) who has participated in or successfully completed a specific BOP apprenticeship program may be given direct entry into the apprenticeship program. Sponsors agreeing to admit such individuals into apprenticeship must do so without regard to present minimum qualifications, eligibility lists, or scores on written apprenticeship entrance tests. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information or because they are an individual with a disability or a person 40 years old or older. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- E. ☐ A senior citizen who has completed a Senior Community Service Employment Program (SCSEP) pre-apprenticeship training program in any health care occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the SCSEP graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the SCSEP training received to grant appropriate credit on the term of apprenticeship. Entry of SCSEP graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program for the health care industry.)***
- F. ☐ An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming



that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

The sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship. Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, or sex. (*Note: This is a method of direct entry into the apprenticeship program.*)

## SECTION V - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the State Apprenticeship Council, via Registration Agency or, at the apprentice or applicant's election, with the private review body established by the sponsor (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 300 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. In the case of a complaint filed directly with the review body designated by the sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the State Apprenticeship Council for good cause shown.
- D. Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures as set forth above.
- E. The sponsor will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

## SECTION VI - MAINTENANCE OF APPLICATION AND SELECTION RECORDS

The sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of

compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the U.S. Department of Labor.

The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analyses made pursuant to the requirements of 29 CFR § 30.4. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR § 30.5(b). If applicants are interviewed during the selection process, adequate records include a brief summary of each interview and the conclusions on each of the specific factors - e.g., motivation, ambition, and willingness to accept direction - that are part of the total judgment.

Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.





**SECTION VII - OFFICIAL ADOPTION OF SELECTION PROCEDURES**

**TITANIUM METALS CORPORATION (TIMET); UNITED STEELWORKERS LOCAL 4856 for the  
TITANIUM METALS JOINT APPRENTICESHIP AND TRAINING COMMITTEE, hereby adopts  
these Qualifications and Selection Procedures on this \_\_\_\_ day of \_\_\_\_\_, 2019.**

*Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.*

*Gabriela Beavers*  
Signature of Sponsor (designee)

Date: 11/22/2019

Gabriela Beavers/ HR Generalist  
Print Name and Title  
Titanium Metals Corporation (TIMET)

*Sammy Phillips*  
Signature of Sponsor (designee)

Date: 11/22/19

Sammy Phillips President 4856  
Print Name and Title  
United Steelworkers Local 4856

*Susan Ross*  
Signature of Sponsor (designee)

Date: 11/22/2019

Susan Ross Apprenticeship Coordinator  
Print Name and Title  
Board of Regents of NSHE on Behalf of CSN

