

APPRENTICESHIP STANDARDS

For The Trade Of

Heat and Frost Insulators and Allied Workers

In The Southern Nevada Area

A Joint Venture

Developed By

The International Association of Heat & Frost Insulators

Allied Workers, Local Union # 135 AFL - CIO

And

Participating Employers

In The

Mechanical Insulation & Firestopping and Energy Conservation

OCCUPATION TITLE- Insulation Worker-Mechanical

O*NET-SOC CODE: 47-2132.00 RAPIDS CODE: 0411

APPROVED BY

THE NEVADA LABOR COMMISSIONER AND THE NEVADA STATE APPRENTICESHIP COUNCIL

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REGISTRATION DATE: 6/1/1989

REVISED DATE : 2/24/2022

RAPIDS PROGRAM ID NUMBER: NV001890001

**DEVELOPED IN COOPERATION WITH THE
THE NEVADA LABOR COMMISSIONER, THE NEVADA STATE APPRENTICESHIP COUNCIL, AND
THE U.S. DEPARTMENT OF LABOR**

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FOREWORD

The introduction of new competitive materials and changing methods of construction in recent years has challenged the age-old skills of the trade.

In order to meet this challenge, both management and labor recognizes the need for more and better trained craft workers with high skills, technical knowledge and initiative to do more economical, durable and better-looking jobs.

Since the original standards were first formulated and adopted, several revisions of these standards have been made to keep them up to date and reflect not only the changes within the industry, but also the advantages of advanced training practices and techniques.

Recognizing that the most practical and sound method of developing the high skills demanded of craft workers in the construction industry today is through a well-planned and administered program of apprenticeship, the journeymen and their employers in the area have joined together through their respective organizations to formulate and operate this apprenticeship system. The basic purpose being:

- To encourage a careful selection of people coming to the trade.
- To provide a plan of approved training that will equip apprentices for future employment as a skilled worker.
- To relate the future supply of skilled workers to employment demands.
- To assure the employers that they will obtain the services of proficient workers.
- To provide the public with the highest possible grade of products and services in conformity with the approved practices of safety and skilled craftsmanship.

I DEFINITIONS

As herein referred to:

- A. Standards: Means this entire document, including attachments.
- B. Joint Apprenticeship and Training Committee: Means the Committee composed of equal representatives of the International Association of Heat & Frost Insulators & Allied Workers Local Union #135, AFL-CIO, and the Participating Employers in the Insulating & Firestopping Industry of Southern Nevada as described in Section II of these Standards, hereinafter referred to as the "Committee".
- C. Employer: Shall mean a person, firm or corporation employing one or more journeymen and who are signatory to these Standards.
- D. Heat and Frost Insulator Journeyman: Means a qualified craft worker in the skilled trade classification covered in these standards.
- E. Union: As herein referred to shall mean Local Union No. 135, International Association of Heat and Frost Insulators & Allied Workers AFL-CIO, signatory to these Standards.
- F. Heat and Frost Insulator Apprentice: Shall mean a person who has entered into a written Apprenticeship Agreement providing for employment and training under the terms and conditions of these Standards and, as such, shall constitute the only persons so employed.
- G. Apprenticeship Agreement: This term, which is synonymous with the word "indenture" as sometimes used, means the written document between the Apprentice and the Joint Apprenticeship and Training Committee or employer stating the responsibilities and obligations of the parties thereto in connection with the Apprentice's employment and training under these Standards.
- H. Registration Agency: Shall mean the Nevada State Apprenticeship Agency.
- I. Pre-apprentice: A person working in trade who has not yet been indentured as an apprentice.

II JOINT APPRENTICESHIP AND TRAINING COMMITTEE

A. Authority and Scope

There is hereby established a Joint Apprenticeship and Training Committee which, in accord with the provisions of the bargaining agreement in effect between the sponsoring parties of these Standards, shall establish and administer rules and procedures governing the selection, training and transfer of apprentices, and for the training of journeymen and others. The area covered by these Standards shall be the wage area as set forth in the bargaining agreement.

B. Composition

1. The Committee shall be composed of not less than three (3) members representing the Employers and three (3) members representing the Union, selected by the groups they represent.
2. The Employers and the Union shall at all times be equally represented on this Committee, and members named to fill any vacancy shall be selected in the same manner as the original selection.
3. Members may be selected to succeed themselves and may be removed for cause and replaced by the organizations they represent.

C. Procedures

1. The Committee shall elect from its members a Chairperson and a Secretary who shall retain right of vote on all matters. When the Chairperson is an Employer representative, the Secretary shall be a Union member and vice versa.
2. A quorum at meetings shall consist of at least two (2) representing the Employers and two (2) members representing the Union. Each group shall have a total vote equal to their total number of designated Committee members.
3. The Committee shall schedule regular meetings and shall establish the time and place of such meetings. Special meetings may be called when judged necessary.
4. The Committee shall establish such other rules and regulations governing the administration of this program as it finds necessary, but all actions

must show in the minutes and be submitted to the sponsoring organizations on matters affecting the bargaining agreement.

5. The Committee Chairperson will be charged with establishing a regular order of business and with conducting meetings in a business-like manner. The Chairperson may also name regular or special committees to handle assignments.
6. The Committee Secretary shall be responsible for keeping minutes of all meetings, apprentice files, the registration of Apprenticeship Agreements, and all other records and reports of the Committee.

D. DUTIES

1. To conduct surveys and studies to determine industry training needs and skill requirements, and to develop other data essential to establishing adequate and effective plans and programs of training.
2. To periodically review these Standards and keep them consistent with National Standards and changes within the industry.
3. To establish minimum qualifications for apprentice applicants within the area covered by these Standards and to devise a system of apprentice selection that will assure the industry of competent workers and all candidates of equal opportunity.
4. To indenture, under a written agreement, all apprentices accepted for training under the provisions of these Standards.
5. To determine the kind and amount of on-the-job training and experience to be required of apprentices and to arrange for such experience and training through the participating employers.
6. To determine the kind and amount of supplemental related instruction to be required of apprentices and to arrange for such instruction to be provided. (Minimum of 144 hours per year)
7. To determine the adequacy of employers to provide adequate and reasonable continuous job training and supervision for apprentices and to regulate the number of apprentices to be allowed an employer within the established ratio of apprentices to journeyman.
8. To establish a system of permanent records, reports and examinations that will provide means of determining the progress and conduct of each

apprentice in both the on-the-job training and related instruction requirements throughout his apprenticeship.

9. To adjust such differences as may arise between the parties of and Apprenticeship Agreement as may come within the scope of these Standards.
10. To determine when Apprentices have satisfactorily met all requirements of their apprenticeship, to recommend their acceptance as Journeymen, and to obtain and award an appropriate "Certificate of Completion of Apprenticeship" to those satisfactorily completing all requirements of their apprenticeship agreement.
11. To register all Apprenticeship Agreements with the Registration Agency and notify the Registration Agency of all subsequent apprentice actions taken by the Committee affecting these Agreements, such as suspensions, cancellations, and completions of apprenticeship.
12. In general, to be responsible for the successful operation of this Apprenticeship and Training Program through appropriate administration and supervision of all phases of training.
13. Adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on the job and in related instruction. All apprentices shall receive instruction in safe and healthful work practices both on-the-job and in related technical instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public Law, or State Standards that have been found to be at least as effective as the Federal Standards.

III QUALIFICATIONS FOR AND SELECTION OF APPRENTICES

1. Must be at least 18 years of age.
2. Must possess a high school diploma or its equivalent before being accepted into the program.
3. Must be physically able to perform all work of the trade, with reasonable accommodations.

4. Must be of good moral character, genuinely interested in learning the trade, and willing to comply with all terms and conditions of these Standards.

APPLICATION PROCEDURES

- A. Applicants shall be accepted at the discretion of the Sponsor. All persons requesting an application shall have one made available upon signing the applicant log.
- B. All applications shall be identical in form and requirements. The application form shall 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/ethnic and sex identification 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 JATC.
- D. Receipt of the properly completed application form, along with required supporting documents, if applicable, shall constitute the completed application.
- E. Completed applications will be checked for minimum qualification. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. Applicants will also be notified of the appeals right available to them. No further processing of the application will be taken.
- F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview.

SELECTION PROCEDURES

- A. The JATC shall schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear.
- B. The interviewer(s) will rate each applicant during the interview on each of the factors on the Applicant Rating Form taking into account the information on the application, required documents, if applicable, and the judgement derived from the interview.

- C. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the JATC informed of their current mailing address and phone number.
- F. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- G. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score places them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period they were on the ranking list will be required to reapply.
- H. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.
- I. Youth who complete a Job Corps training program in any occupation covered in the Apprenticeship Standards, who meet the minimum qualification 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 be given first opportunity for placement. The JATC shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without discriminating 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 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 NRS 610.144 and 29 CFR&30. The JATC will take affirmative action to provide equal opportunity in the apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30. The JATC shall not discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will provide reasonable

accommodation to individuals as required by federal, state, or local disability law.

- J. An employee of a nonsignatory employer not qualifying as a journeyworker when the employer becomes signatory, shall be evaluated by the JATC, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualification are waived.)
- K. Those who graduate from an accredited technical training school that has been reviewed and approved by the International Insulation Industry Apprenticeship and Training Fund (IIATF), in recognition of the critical training they have already received for occupations registered in the mechanical insulation industry, may be given direct entry into the apprenticeship program. With the approval of the JATC, such a new apprentice may start at the apprentice wage rate recommended by the IIATF for graduates of that particular program. The JATC will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all the necessary training for completion of the apprenticeship program. Entry of technical training school graduates shall be done without discriminating 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 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 NRS 610.144 and 29 CFR&30. The JATC will take affirmative action to provide equal opportunity in the apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30. The JATC shall not discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will provide reasonable accommodation to individuals as required by federal, state, or local disability law.
- L. Military Veterans, who completed military technical training school and participated in a registered apprenticeship program while in the military in the occupations registered in the mechanical insulation industry, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they received all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without discriminating 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 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 NRS 610.144 and 29 CFR&30. The JATC will take affirmative action to provide equal opportunity in the apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30. The JATC shall not discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will provide reasonable accommodation to individuals as required by federal, state, or local disability law.

- M. The JATC encourages preparatory/pre-apprenticeship craft training (Apprenticeship Readiness Program or APR) to facilitate entry into apprenticeship. Applicants who have participated in preparatory/pre-apprenticeship craft training through *Job Corps*, *Youth Build*, *Multi-Craft Core Curriculum (MC3)* or *Helmets-to-Hardhats* in any occupation covered by these Standards, and who meet the minimum qualification of the apprenticeship program, (may be admitted directly into the program) ((or) may be placed at the top of the current applicant ranking list and given the first opportunity of placement.
- Applicants who successfully complete the application process for apprenticeship and are entering through *Job Corps*, *Youth Build*, *MC3* or *Helmets-to Hardhats*, shall be evaluated, in terms of their prior experience, through hands-on proficiencies as well as be subject to a written General Knowledge questionnaire; they will then be placed within the program at the point that corresponds with their proven experience. Entry of all applicants, including those from *Job Corps*, *Youth Build*, *MC3* and *Helmets-to-Hardhats*, shall 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 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 NRS 610.144 and 29 CFR&30. The JATC will take affirmative action to provide equal opportunity in the apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30. The JATC shall not discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will provide reasonable accommodation to individuals as required by federal, state, or local disability law.

MAINTENANCE OF RECORDS

The JATC 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 these regulations, as may be required by the U.S. Department of Labor or Nevada State Apprenticeship Council. The records pertaining to individual applicants, selected or rejected, shall be maintained in such a manner as to permit the identification of minority and female (minority and non-minority) participants.

In addition to the above requirements, adequate records shall 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 which are part of the total judgement. Records shall be

maintained for 5 years from the last date of action and made available upon request to the Nevada State Apprenticeship Council or other authorized representative.

IV RESPONSIBILITIES OF APPRENTICES

The Joint Apprenticeship and Training Committee should impress upon all indentured apprentices that in signing the apprentice agreement, they have voluntarily agreed to abide by the provisions of this Apprenticeship Standards and inform the apprentices of their responsibilities and obligations under the apprenticeship system.

- A. To diligently and faithfully perform the work of the occupation and other pertinent duties as assigned by the Employer or the JATC, in accordance with the provisions of the Standards.
- B. To respect the property of the Employer and abide by the working rules and regulations of the JATC and the Nevada State Apprenticeship Agency.
- C. To regularly attend and satisfactorily complete the required related instruction as provided.
- D. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety as well as that of their fellow workers.
- E. To conduct themselves at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording them an opportunity to become skilled craft workers.

V APPRENTICESHIP AGREEMENT

- A. All apprentices shall enter into and sign a written Apprenticeship Agreement with the Joint Apprenticeship and Training Committee.

The signing of the Apprenticeship Agreement with the Committee does not obligate the Committee to actually employ the apprentice but does obligate the Committee to use its best efforts to see that the apprentice is assigned to an employer and is kept as continuously employed as is possible, when work is available.

- B. The Apprenticeship Agreement shall contain a statement making the terms and conditions of these Apprenticeship Standards a part of the agreement. For this reason, every apprentice applicant will be required to read these Standards before signing the Agreement.

- C. Each Apprenticeship Agreement will be registered with the Registration Agency in sufficient copies that, following registration, a copy may be furnished the following within 10 days of registration:

1. The Committee.
2. The Apprentice.
3. The Registration Agency.
4. The Office of Apprenticeship and Training.
5. The Veterans Administration, if a Veteran.

VI CREDIT FOR PREVIOUS EXPERIENCE

- A. All applicants shall undergo the selection procedure described in the Selection Procedures section. Those requesting credit for previous experience and training, outside the supervision of this Committee must submit their request at the time of their application and furnish such records, affidavits, and other bona fide evidence as the Committee may require substantiating their claims.
- B. After its evaluation, the Committee may grant such credit on the term of apprenticeship as their evaluation may justify.
- C. Apprentices who are granted credit shall be advanced to the wage rate for the period to which such credit advances them.

VII PROBATIONARY PERIOD

The first 1,000 hours (approximately 6 months) of the term of apprenticeship under the supervision of this Committee shall be the probationary period. Apprentices can be canceled by either party without stated cause during this time.

After the probationary period, the Agreement may be canceled at the request of the Apprentice, or may be suspended, canceled or terminated by the Committee 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.

VIII TERM OF APPRENTICESHIP

The term of apprenticeship shall be a minimum of 8000 hours of reasonably continuous employment and training on the job, supplemented by the required hours of related technical instruction.

IX SUPPLEMENTAL RELATED INSTRUCTION

- A. The Committee shall annually schedule courses of instruction in subjects related to the trade, and each apprentice shall be required to enroll in and attend all sessions scheduled during each year of apprenticeship, not less than 144 hours of such instruction shall be scheduled each year.
- B. Failure of apprentices to fulfill their obligations as to related instruction attendance and progress shall constitute just cause for disciplinary action by the Committee. Therefore, if apprentices are unable to attend sessions due to illness or other just cause, they shall be expected to obtain an official excuse from the Committee or its designated representative.
- C. Hours spent in related instruction shall not be classed as hours of work.

X ON-THE-JOB TRAINING AND EXPERIENCE

- A. Under the supervision of a qualified journeyman, each apprentice shall be given such practical experience and training in the various branches and job processes of the trade as is necessary to develop a proficient and skilled journeyman. The schedule of work experience to be received is set forth in Attachment I to these Standards.
- B. Apprentices shall receive instruction in accident prevention and safe work habits. Such instruction shall be coordinated with the actual work being performed on the job and with the tools and equipment being used.
- C. The Committee will secure the cooperation of the employers and the journeymen in providing the varied experience and training on the job; and, if necessary to assure a rounded training in all branches of the trade, may shift or rotate apprentices from one employer to another. The duration of such transfers should not exceed the hours specified in the Schedule of Work Experience to attain reasonable proficiency in the particular work processes or job operations for which the transfer was made.

XI DISCIPLINARY ACTION

- A. The Committee shall have the authority to discipline an apprentice who fails to comply with the Apprenticeship Agreement or rules and instructions of the Committee, and all parties agree to abide by this provision.

Disciplinary action which may be employed at the discretion of the Committee includes:

1. Postponement of scheduled advancement.
2. Suspension - temporary removal from the job causing loss of employment for a day or more.
3. Cancellation - causing termination of the apprenticeship.

The Committee shall notify the apprentice to appear before the Committee for a hearing before such disciplinary action shall be invoked. If the apprentice fails to appear before the Committee after due notice, such disciplinary action may be invoked without a hearing.

- B. Some of the reasons considered as just cause for disciplinary action include the following:

1. Failure to meet related classroom attendance and progress requirements.
2. Lack of interest, application to, or satisfactory progress in the work and training on the job.
3. Failure to properly prepare and submit required reports.
4. Undesirable attitude or conduct.

XII HOURS OF WORK

Apprentices shall work the same number of hours as journeymen employed in the trade, except that apprentices shall not be allowed to work overtime if it interferes with their attendance at related instruction classes.

Only actual hours worked will be credited on the term of apprenticeship.

XIII APPRENTICE WAGES

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current negotiated journeyman wage rate, as follows:

1st Year - 50%; 2nd Year - 60%; 3rd Year - 70%; 4th Year - 80%; 5th Year – 90%

Apprentices shall not be paid other than the wage rate specified for their correct period of apprenticeship except as may be authorized by the Committee.

XIV RATIO OF APPRENTICES TO JOURNEYMEN

In order to secure maximum production and to make adequate provisions for apprentices to learn this trade, it is recommended that the following ratios of apprentices to Journeymen be observed. A qualified employer may employ one apprentice for the first journeyman at the jobsite, and not more than one apprentice for every three additional journeymen

The ratio of apprentices to journeymen 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 council.

XV CONTINUITY OF EMPLOYMENT

- A. It is the intent of the Committee to keep apprentices continuously employed; however, if an employer is unable to provide such employment for an apprentice, the Committee will be notified prior to lay-off so that efforts can be made to place the apprentice with another employer.
- B. Employers shall not summarily discharge an apprentice for any reason without prior notification to the office of the Committee so that appropriate action can be taken. Likewise, an apprentice shall not leave the employ of an employer to whom assigned without prior approval of the Committee.

XVI ADJUSTMENTS OF DIFFERENCES

The employer and the apprentice shall have the right and privilege of appeal to the Joint Apprenticeship and Training Committee in the event of dispute or controversy arising over interpretation of the provisions of these Apprenticeship Standards. The Committee shall hear all affected parties and make such adjustments as it considers necessary, persons wishing the Committee to hear such matters should make a request in writing, prior to Committee meetings, so that it may be placed on the agenda.

The sponsor will have full authority to enforce these standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable grievance and arbitration procedures contained in the CBA.

If an applicant or an apprentice believes an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

NRS 610.180 and 29 CFR § 29.7(k)

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 10 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Nevada State Apprenticeship Council for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints, as specified in Appendix B:

Heat & Frost Insulators #135 JATC
JATC Coordinator Local #135
4400 E. Alexander Rd.
Las Vegas, NV 89115

NRS 610.180 and 29 CFR § 30.11

Any apprentice or applicant for apprenticeship who believes that 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 an apprenticeship program may, personally or through an authorized representative, file a complaint with the Nevada State Apprenticeship Council, via Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

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 standards provided in NRS 610.144 and 29 CFR § 30.

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, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Nevada State Apprenticeship Council 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 Nevada State Apprenticeship Council for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under NRS 610.180 and 29 CFR § 30 and the procedures set forth above. The sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

NAC 610.460 Dismissal of apprentice; reconsideration of dismissal; appeal from final decision. (NRS 610.090, 610.140, 610.180)

1. A joint committee may cancel an agreement with any apprentice and dismiss them. Upon such a cancellation and dismissal, the joint committee shall serve written notice of the dismissal upon the apprentice and notify them of the right to request the joint committee to reconsider its decision. Such a notification must be given by certified or registered mail.

2. The apprentice may make such a request by filing a written notice of the request with the joint committee within 30 days after the date on which the notice of dismissal from the program is deposited in the mail.

3. Within 30 days after receipt of a request or at its next scheduled meeting, whichever is sooner, the joint committee shall hold a hearing for the reconsideration. The joint committee shall notify:

(a) The apprentice of the joint committee's final decision upon reconsideration and of the right to appeal from that decision to the Council if the joint committee has affirmed the dismissal; and

(b) The Council of the joint committee's final decision upon reconsideration.

4. The joint committee shall prepare a record of the hearing required pursuant to subsection 3 that includes, without limitation, an explanation of the final decision of the joint committee.

5. The apprentice may appeal from the joint committee's final decision to the Council by filing a written notice of appeal with the Council. This appeal must be filed within 30 days after the date on the notice of cancellation from the joint committee.

The apprentice may appeal to:

NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL
3300 W. Sahara Ave., Suite 225
Las Vegas, NV 89102
NEVADASAC@labor.nv.gov

XVII SUPERVISION OF APPRENTICES

- A. The Committee may employ a Coordinator or other person to perform such services as it deems necessary to assure proper supervision of apprentices and administration of this program. Such persons shall perform only those functions as are delegated to them by the Committee.
- B. The facilities selected for related technical instruction shall be responsible for supervision of the related instruction classes under the general direction of the Joint Apprenticeship and Training Committee.
- C. The Committee will insist that apprentices work under a competent journeyman at all times and each employer shall designate a person, who may be a superintendent, foreman, or journeyman to be responsible for the training of apprentices on the job, the recording and rating of same on forms provided for this purpose, and to see that the apprentice attends the related instruction classes.

XVIII APPRENTICESHIP RECORDS

- A. An individual record will be maintained by the Committee, showing the status, conduct and progress of each apprentice.
- B. To maintain this record, apprentices will be furnished a "Monthly Work Record" form. It will be the responsibility of the apprentice to keep this record up daily, to have their job supervisors' rate and endorse it, then to deliver or mail it to the Committee not later than the 5th of the following month.
- C. Failure to keep and submit the required reports on time, properly authenticated and signed by the designated job supervisor, may result in the apprentice losing credit for the entire period covered, or in other disciplinary action by the Committee.

XIX APPRENTICE EXAMINATIONS AND COUNSEL

- A. Apprentices may be called before the Committee at any time for examination or consultation regarding their apprenticeship.
- B. Examination and review of the apprentice's progress and conduct, both on the job and in the related instruction work, will be conducted by or under the direction of the Committee before each advancement period.

- C. Apprentices not showing satisfactory progress may be held in current status at any time during the term or apprenticeship, or subject to such other action as the Committee may determine.
- D. It is mutually agreed that no apprentice shall be advanced to the next period or to journeyman classification except with the prior approval of the Joint Apprenticeship and Training Committee.

XX CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon successful and satisfactory completion of the requirements of the Apprenticeship Agreement, the Committee will notify the Registration Agency and obtain and issue to the Apprentices a "Certificate of Completion of Apprenticeship".

XXI CONSULTANTS

- A. Representatives of the Office of Apprenticeship and Training, State Apprenticeship Council and State and Local Departments of Education may be called upon for advice or assistance in the formulation, operation and improvement of this apprenticeship and training system.
- B. Such persons shall serve in an advisory capacity at the request of the Committee, and without vote on Committee decisions.

XXII QUALIFICATIONS FOR EMPLOYERS

Employers undertaking to employ apprentices must make a written request for each apprentice and satisfy the Committee that they can properly train apprentices, including the following qualifications:

- * The employer must have the necessary facilities to assure proper training on the job.
- * Steadily employ the required number of journeymen.
- * Be willing to employ and train apprentices in accordance with these Standards.

XXIII RELATION OF STANDARDS TO BARGAINING AGREEMENT

- A. No section of these Standards shall be in conflict with the Bargaining Agreement, and terms of the current working agreement shall supersede any section or sections of these Standards in accordance to NRS 610.190.
- B. The contents of these Standards are intended only for the training and supervision of apprentices.

XXIV REVISION OF STANDARDS

These Apprenticeship Standards may be revised at any time by the action of the Committee and approval of the sponsoring parties upon approval of the Registration Agency. Copies of any revisions shall be registered with the Registration Agency before becoming effective.

Revision of these Standards shall not alter Apprenticeship Agreements already in effect without consent of all parties to the Agreement.

As used in these Standards, the masculine, feminine or neuter gender, and the singular or plural number, shall each be deemed to include the others whenever the context so indicates.

XXV CANCELLATION/DE-REGISTRATION OF APPRENTICESHIP STANDARDS

De-registration of a program may be effected upon the voluntary action of the Committee by request for cancellation of the registration, or upon reasonable cause by the Registration Agency instituting formal de-registration procedures in accordance with the provisions of Part 29 CFR 29 (29.7) or 29 CFR 30, E.E.O..

XXVI APPROVAL AND ADOPTION OF STANDARDS

These Standards are hereby accepted and adopted as the policy and program for the training of apprentices by the following signatory parties:

JOINT APPRENTICESHIP AND TRAINING COMMITTEE


Chairman


Secretary


1/4/2022
Date

LOCAL UNION NO. 135

International Association of Heat & Frost Insulators & Allied Workers

AFL - CIO

Las Vegas, Nevada


President


Secretary

1/4/2022
Date

Signed and registered by the NEVADA STATE APPRENTICESHIP AGENCY this ____ day
of _____, 20

ATTACHMENT I

5-year Apprenticeship Curriculum Structure

The 5-year program consists of a potential of 720 hours of clock classroom training and 8,000 hours worked. The following is a typical structure of how classes may be arranged.

Core Courses

Title or Course	Lecture	Lab	Field
Applied insulator's math I	8	0	0
Labor History	24	0	0
Fundamental Insulation I- Piping	50	30	0
Vapor Barriers	16	0	0
Construction Safety I	16	0	0
Field Experience I	0	0	1,600
Totals	114	30	1,600

1st Year Total Class Hours 144

Construction Safety II	28	4	0
Applied Insulator's Math II	16	0	0
Fundamental Insulation II- Equipment	58	30	0
Field Experience II	0	0	1,600
Totals	102	34	1,600

2nd Year Total Class Hours 136

Advanced Metal Jacketing I- Piping	46	30	0
Advanced Metal Jacketing II- Equipment	46	30	0
Field Experience III	0	0	1,600
Totals	92	60	1,600

3rd Year Total Class Hours 152

Core Courses

Title or Course	Lecture	Lab	Field
Removable Insulation Design	24	24	0
Blueprints, Codes and Specifications	56	0	0
Effective Supervision	16	0	0
Construction Safety III	16	0	0
Field Experience IV	0	0	1,600
Totals	120	24	1,600

4th Year Total Class Hours 144

Energy Audit and Thermal Imaging	40	16	0
Computer Labor Management	24	16	0
Green Building Certification	32	0	0
Geothermal and Solar thermal Systems	16	0	0
Field Experience V	0	0	1,600
Totals	112	32	1,600

5th Year Total Class Hours 144

ATTACHMENT II

WORK PROCESSES

1. Applying molded pipe covering - hot, cold, steam, low, med, high temp.....1800 Hours
2. Applying duct insulation - rigid and flexible.....1200 Hours
3. Asbestos abatement.....40 Hours
4. Applying block insulation - wire bands, tank vessel, breechings.....400 Hours
5. Canvas / Finish work.....300 Hours
6. Material handling.....500 Hours
7. Applying jacket material.....1100 Hours
8. Fabrication shop - fittings, bands, metal pumps, pads.....1,400 Hours
9. Firestop.....600 Hours
10. Grease and smoke evacuation duct.....660 Hours

TOTAL HOURS.....8,000 Hours

ATTACHMENT III

AFFIRMATIVE ACTION PLAN

The Southern Nevada Heat and Frost Insulators JATC (hereafter referred to as the Committee) pledges that the recruitment, selection, and training of apprentices during their apprenticeship shall be without discriminating 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 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 NRS 610.144 and 29 CFR&30. The JATC will take affirmative action to provide equal opportunity in the apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30. The JATC shall not discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will provide reasonable accommodation to individuals as required by federal, state, or local disability law. To accomplish the purposes of the Nevada State Plan on Equal Employment Opportunities in Apprenticeship, the Committee pledges to take affirmative action to encourage minorities and women to apply for the apprenticeship program.

The following activities shall constitute the affirmative action plan. The Committee will make a good faith documented effort to participate in these activities to accomplish the purposes and goals of the State Plan.

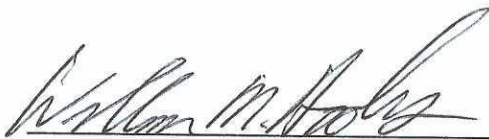
1. Announcement of apprenticeship opportunities shall be made every January and June. Announcement shall be made to:
 - a. Nevada State Apprenticeship Agency.
 - b. Office of Apprenticeship and Training.
 - c. Nevada Employment Service in each of their offices in the Committee's jurisdiction.
 - d. Representative groups identified with minority and/or women.
 - e. Such other appropriate groups as directed by the Nevada State Apprenticeship Agency, i.e., newspaper, radio, etc..
2. Participate in workshops conducted by the Nevada State Apprenticeship Agency, bona fide organizations of Apprenticeship Coordinators for the purpose of furthering apprenticeship training opportunities available.
3. Cooperate with local school boards and vocational education systems to develop a familiarization with the need of the industry and the qualifications required to apprentices.

4. The Committee shall communicate this plan to its participating parties to promote understanding, acceptance and support among the parties.
5. Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.
6. Engage in such other activities that may further the entry of minorities and/or women into apprenticeship.
7. The selection of apprentices shall be by means of a selection procedure consistent with the provisions of the Nevada State Apprenticeship Agency Equal Opportunity in Apprenticeship State Plan.
8. The Committee shall make an annual study of participation of minorities and women in its utilization of these groups with the rates of their participation in the labor force in this jurisdiction. A percentage participation rate of minorities and/or women in apprenticeship which is less than their respective participation rate in the labor force signifies a utilization deficiency to be corrected through affirmative action.

a.	<u>Utilization of minorities</u>	<u>Southern Nevada</u>
(1)	<u>Minority Labor Force</u> Total Labor Force	42.6%
(2)	<u>Minority Apprentices</u> Total Apprentices	40.6%
b.	<u>Utilization of women</u>	
(1)	<u>Female Labor Force</u> Total Labor Force	10.2%
(2)	<u>Female Apprentices</u> Total Apprentices	12.9%

Name of Program Sponsor Southern Nevada Heat and Frost Insulators JATC

Signed and Approved this 4th day of January, 2022


Chairman


Secretary



NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL (NSAC)
NSAC Standards of Apprenticeship Master Checklist

Standards Template Placement	29 CFR, NRS 610, and NAC 610 Required Provisions
Art. VIII & Art. IX	(1) Type of Occupation: 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). 29 CFR § 29.5 (b)
Mechanical Insulator	2) Skilled Occupation: The employment and training of the Apprentice in a skilled occupation. NRS 610.202, 5 and NRS 610.144 3(a)
Art. VIII & Art. IX	<p>3) Term: 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. NRS 610.144 3 (b)</p> <p>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. The <i>competency-based</i> approach 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. The <i>hybrid</i> approach 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.</p>



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	<p>(1) If the program uses a time-based approach, requires the completion of not less than 2,000 hours of [work experience,] on-the-job learning, consistent with training requirements as established by practice in the trade; (2) If the program uses a competency-based approach, specifies the skills that must be demonstrated by an apprentice and addresses how on-the-job learning will be integrated into the program; or (3) If the program uses a hybrid approach, specifies the skills that must be acquired and the minimum number of hours of on-the-job learning that must be completed by an apprentice.</p> <p>29 CFR 29.5 (b) & Senate Bill 247, 81st Regular Session of the Nevada Legislature (2021)</p>
Attachment II	4) Work Processes: 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. NRS 610.144 3 (c)
Article IX	5) Related Instruction: 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. NRS 610.144 3 (d); NAC 610.433
Article XIII	6) Wages: 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, the Minimum Wage set by the NSAC, or the Minimum and Reasonable and profitable wage for apprentice in construction industry. NRS 610.144 3 (e); NAC 610.480, NAC 610.485 & Senate Bill 247, 81st Regular Session of the Nevada Legislature (2021)
Article XIX	7) Periodic Review and Evaluation: 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. NRS 610.144 3 (f)
Article XIV	8) Ratio: 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. NRS 610.144 3 (g)



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NSAC Standards of Apprenticeship Master Checklist**

Article VII	9) Probationary Period: 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. NRS 610.144 3 (h); NAC 610.442
Article II	10) Safety: 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. NRS 610.144 3 (i)
Article III	11) Minimum Qualifications: The minimum qualifications required by a sponsor for persons entering the program, with an eligible starting age of not less than 16 years. NRS 610.144 3 (j); NAC 610.815 to 610.860, Inclusive
Article V	12) Apprenticeship Agreement: 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. NRS 610.144 3(k)
Article IV	13) Credit for Previous Experience: 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. NRS 610.144 3(l)
Article XV	14) Transfer of Training: 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. NRS 610.144 3(m)
Article XVII	15) Qualified Trainers and Supervision: Provisions for the assurance of qualified training personnel and adequate supervision on the job. NRS 610.144 3(n)
Article XX	16) Completion Certificate: Provisions for the issuance of an appropriate certificate evidencing the successful completion of an apprenticeship. NRS 610.144 3(o)
Article XXI	17) Registration Agency: An identification of the Nevada Labor Commissioner, Nevada State Apprenticeship Council as the agency for registration of the program. NRS 610.144 3 (p)
Article XXIV	18) Modifications: Provisions for the registration of agreements and of modifications and amendments thereto. NRS 610.144 (q)
Article XXV	19) Registration/Cancellation/Deregistration: 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. NRS 610.144 (r)



**NEVADA LABOR COMMISSIONER
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Article VII	20) Probationary Period Termination: Provisions for the termination of an agreement during the probationary period by either party without cause. NRS 610.144 (s)
Article III	21) Equal Employment Opportunity: 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. (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> NRS 610.144 2; NRS 610.144 3 (t); NAC 610.510 through 610.990, Inclusive, 29 CFR 30.4
Article XVI	22) Person to Receive Complaints: The name and address of the appropriate authority under the program to receive, process and make disposition of complaints. NRS 610.144 3(u)
Article III	23) Records Maintenance: Provisions for the recording and maintenance of all records concerning apprenticeships as may be required by the Nevada State Apprenticeship Council and applicable laws. NRS 610.144 3(v); NAC 610.910