STANDARDS OF APPRENTICESHIP
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FORWARD

The construction industry and its related industries require a variety of equipment and skills. The type of equipment not only varies with the different segments of the industry, but also varies within each phase of construction. This variety of equipment demands an equal variety of operating skills. The source of this skill is the Operating Engineers.

To efficiently operate large and costly equipment, the operator must have a thorough knowledge of the capabilities of the equipment. Much of the work performed by these machines is done to close tolerances calling for the utmost skill in operation. With the constant introduction of new equipment and materials into the industry, the operator must keep abreast of the changing skills needed and methods of operation. The operator must also be able to make minor adjustments and repairs to his machine and understand its servicing procedures.

In addition to the need for skilled equipment operators, there is the requirement for persons skilled in equipment maintenance repair and lubrication. The requirements of the heavy duty repairman are as varied as they are for the equipment operator and require constant upgrading of skills and knowledge of the various types of equipment in the construction industry.

Another factor to be considered at all times by the equipment operator and the heavy duty repairman is personal safety and the safety of fellow workers.

As an answer to the demand for high quality in the competitive construction markets, the Associated General Contractors of America, Inc., Northern Nevada Chapter, and the Individual Employers signed hereto, and the Operating Engineers Local Union No. 3 of the International Union of Operating Engineers, affiliated with the AFL-CIO, have formulated an Apprenticeship and Journeyperson Training System, for the construction and related industries.

The goal of the Apprenticeship Program is to supply the construction and related industries with skilled craftsmen through apprenticeship training.

The following Apprenticeship Standards outline in detail the scope of the day-to-day training through which the assigned Operating Engineer registered apprentice progresses, both academically and on the job. These Apprenticeship Standards for the training of registered apprentices are recommended by management and labor in this industry. They are presented with the thought that modern equipment and new techniques are only as effective as the ‘skill’ of the person who operates and maintains them.

SECTION I – PURPOSE AND INTENT

1.01 In order that there may be a continuing activity in promoting the Registered Apprenticeship Program for the Operating Engineers, the Northern Nevada Joint Apprenticeship Committee declares it to be its purpose and intent to establish an organized, planned system of apprenticeship conducted as a joint labor and management industry undertaking.

1.02 The original standards covering the operation of the Joint Apprenticeship Program for Operating Engineers in the 13 counties; Washoe, Humboldt, Pershing, Lander, Eureka, Elko, White Pine, Churchill, Carson, Storey, Lyon, Douglas and Mineral of northern Nevada were adopted August 8, 1965. As the program developed, the standards as originally adopted were periodically reviewed and appropriate revisions were made. In its last review, the Joint Apprenticeship Committee saw the need to make substantial revisions in the standards.

1.03 These amended standards have, therefore, been agreed upon, adopted and registered under the laws of the state to govern the employment and training of apprentices in the craft with its branches defined herein.

SECTION 2 – DEFINITIONS

2.01 "Administrator" means the person appointed by the Joint Apprenticeship Committee to carry out the policies and procedures as established by the Joint Apprenticeship Committee.

2.02 "Director of Apprenticeship" means the person designated by the State of Nevada as Director of Apprenticeship.

2.03 "Employers' Association" means The Nevada Chapter of the Associated General Contractors of America, Inc.

2.04 "Individual Employer" means any employer who employs individuals and is obligated to pay them compensation and who participates in the Registered Apprenticeship Program outlined in these Apprenticeship Standards.

2.05 "Joint Apprenticeship Committee" means the committee selected by the Nevada Chapter of Associated General Contractors of America, Inc., and the Union signatory hereto with equal representation as required by state law.

2.06 "Registered Apprentice" means a person who has signed an apprenticeship agreement to be trained to become a journeyperson Operating Engineer in conformity with these Registered Apprenticeship Standards.

2.07 "Registered Apprenticeship Agreement" means a written agreement between the registered apprentice and the Joint Apprenticeship Committee for the Operating Engineers in

the State of Nevada, together with any modifications and amendments thereto, which will be registered with the Nevada State Apprenticeship Council.

2.08 "Sub-Committee" means a committee appointed by the Joint Apprenticeship Committee to service the needs of the Apprenticeship Program in areas where the Joint Apprenticeship Committee deems it necessary; said sub-committee shall have equal representation from management and Union and shall be subject to modification or reversal by the Joint Apprenticeship Committee.

2.09 "Union" means Local Union No. 3 of the International Union of Operating Engineers (AFL-CIO).

SECTION 3 – JOINT APPRENTICESHIP COMMITTEE PROCEDURES, RESPONSIBILITIES AND OBLIGATIONS

3.01 Establishment and Principal Function

1. The Joint Apprenticeship Committee of Operating Engineers in the 13 counties of northern Nevada, established August 1965, is hereby continued by the Employers Association and the Local Union No. 3 of the International Union of Operating Engineers (AFL-CIO).

2. The principal function of the committee is to administer the Apprenticeship Program as outlined in these standards, and to develop and maintain conformity in on-the-job training processes and related instruction for Operating Engineers registered apprentices in the 13 counties of northern Nevada.

3. All communications to the Joint Apprenticeship Committee should be addressed to P.O. Box 20962, Reno, NV 89515.

3.02 Composition of Committee

1. The Joint Apprenticeship Committee shall be composed of six members, three of whom shall be selected by and represent the Union, and three of whom shall be selected by and represent the Employers' Association.

2. Any vacancies on the committee shall be filled by appointment made by the Employers' Association, or the Union, as the case may be, in the same manner as the original selection was made.

3. The Union and Employers' Association may each appoint two alternate members to the committee. Alternate members may attend and participate in all

meetings and activities of the committee, but shall do so without vote, unless serving in the place of an absent member.

4. The following agencies will be afforded the opportunity to provide an advisor to the Joint Apprenticeship Committee who may participate without vote at all meetings of the Committee: a) Director of Apprenticeship, Nevada State Apprenticeship Council, b) The Bureau of Apprenticeship and Training, U.S. Department of Labor, and such other consultants and advisors as the committee deems appropriate to appoint.

3.03 Term of Office

1. Each member or alternate shall be appointed and serve for an indefinite term, subject to termination by resignation, death or removal by the appointing Employers' Association, or the Union, as the case may be.

3.04 Quorum and Voting

1. A quorum to transact business at any meeting of the Joint Apprenticeship Committee shall consist of at least two Association-appointed members or alternates and at least two Union-appointed members or alternates. Unless a quorum is present, no business shall be transacted, save and except as provided in paragraph 4 of this subsection 3.04.

2. On all matters, which are brought to vote before the Joint Apprenticeship Committee, the Union-appointed members of the committee and the Association-appointed members of the committee shall each cast an equal number of votes. The number of votes to be cast shall be based on the lesser number of Union-appointed or Association-appointed committee members present at the meeting.

3. In the event of a deadlock, the matter shall, upon the written request of any two members of the Joint Apprenticeship Committee, or upon written request of any of the parties affected (registered apprentices, Union or individual employer or Employers' Association), be referred to the Trust Fund Board of Trustees.

4. The Joint Apprenticeship Committee may also act by written document signed by all members of the committee.

3.05 Authority Over Apprentice

1. The Joint Apprenticeship Committee and the Registered Apprenticeship Standards shall govern the education, training and disciplining of registered apprentices. The decision of the Committee on such matters shall be final and binding on the registered apprentice, the individual employers and/or Employers' Association, and the Union, provided the said decision shall be subject to appeal by any of the affected parties to the Director of Apprenticeship, Nevada State Apprenticeship Council.

3.06 Responsibilities of the Joint Apprenticeship Committee

1. To determine the need for Operating Engineer registered apprentices in the building and construction industry, mining industry, and industries related thereto in the 13 counties of northern Nevada.

2. To actively recruit applicants for apprenticeship, process applications and maintain appropriate applicant records.

3. To provide to the Nevada State Apprenticeship Council for each apprentice, an Apprenticeship Agreement signed both by the apprentice and by the designate of the Joint Apprenticeship Committee within 10 days. Copies of the registered Apprenticeship Agreement will be sent to and retained by the registered apprentice, the Joint Apprenticeship Committee and the Nevada State Apprenticeship Council. The Employers' Associations, Individual Employers and the Union may obtain a copy of the registered Apprenticeship Agreement upon request.

4. To make certain that each individual employer who participates in this Apprenticeship Program is capable of providing adequate training opportunities and will assume the responsibility of carrying out the terms and conditions of these Apprenticeship Standards.

5. To make certain that each registered apprentice is provided the variety of training opportunities as specified for the branch of training the registered apprentice has selected, and to see that the registered apprentice is given proper and adequate instruction both on the job and in related training classes.

6. To rotate registered apprentices from and to, or between, individual employers to assure that the registered apprentice receives diversified on-the-job training.

7. To see that first aid training which meets Federal and State safety requirements is provided to all apprentices.

8. To provide instruction for driver's education for a commercial driver's license as determined appropriate and necessary by the Joint Apprenticeship Committee.

9. To provide adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on-the-job and in related instruction training that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, as amended, by Public Law 101-552, Section 3101, November 5, 1990 As Amended by Public Law 105-198, July 16, 1998 As Amended by Public Law 105-241 September 29, 1998, or State Standards that have been found to be at least as effective as the Federal Standards.

10. To determine the registered apprentice's progress in on-the-job training and related instruction.

11. To see that adequate records are maintained on all apprentices showing their progress in "on-the-job training" and in "related instruction," and to maintain all records concerning apprenticeships for five years after the last Joint Apprenticeship Committee action.

12. To keep minutes which shall reflect the actions of each Joint Apprenticeship Committee meeting.

13. To adopt rules and regulations and appeal procedures as are necessary or appropriate to implement these Apprenticeship Standards; provided, however that such rules and regulations and appeal procedures do not conflict with State or Federal laws. Rules, Regulations and Appeal Procedures shall be considered as part of these Apprenticeship Standards and are attached hereto as addendums.

14. To adopt changes in these Apprenticeship Standards subject to the approval of the parties hereto and the Director of Apprenticeship, Nevada State Apprenticeship Council.

15. To adjudicate all complaints of non-compliance under the registered Apprenticeship Agreement, unless otherwise specified within these Apprenticeship Standards.

16. To evaluate and approve credit for previous experience and training of any apprentice pursuant to the provisions of these Apprenticeship Standards, provided that any such credit must be in keeping with the intent and goals of these Apprenticeship Standards.

17. The Joint Apprenticeship Committee is authorized to enter into reciprocity agreements with other Joint Apprenticeship Committees with the same or similar Apprenticeship Standards.

18. To be responsible for the successful operation of the Registered Apprentice Training Program by cooperating with the public and private agencies which can be of assistance, by obtaining publicity to develop the interest and support of the public in apprenticeship, and by keeping in constant touch with all parties concerned (Registered apprentices, journeypersons, individual employers, Employer's Association and the Union).

19. To determine when registered apprentices have completed training as provided in these Apprenticeship Standards. After successful completion as provided herein, such evidence, as required, must be submitted to the appropriate state agencies together with its recommendation for the issuance of a State Certificate of Completion.

20. To forward to the proper authorities all required reports of all actions concerning the Registered Apprentice Training Program through the Joint Apprenticeship Committee Administrator.

21. To perform such other duties as may be required under State or Federal Laws, or executive orders.

22. It shall be the responsibility of the Joint Apprenticeship Committee to provide an apprentice with reasonable continued employment giving consideration to the dispatch procedures, ratio of apprentices, inclement weather and elements beyond the control of the Joint Apprenticeship Committee.

SECTION 4 – REGISTERED APPRENTICE'S PROCEDURES, RESPONSIBLITIES AND OBLIGATIONS

4.01 Equal Opportunity

The recruitment, selection, employment, training and disciplines of registered apprentices shall be without discrimination based upon of race, color, age, sexual orientation, religion, national origin, disability or sex. Any modifications required by a legal authoritative body will be adhered to.

4.02 Qualifications

1. Selection Procedures for all branches of training is described in ADDENDUM 2.

4.03 Responsibilities of the Registered Apprentice

1. To read, understand and sign an Apprenticeship Agreement.

2. To perform diligently the work of the trade and pertinent duties as assigned by the individual employer.

3. To respect the property and equipment of the individual employer.
4. To report to the Apprenticeship Office whenever the registered apprentice's individual employer is unable to or does not provide the necessary and required on-the-job training hours in accordance with the training opportunities and

training schedule for the registered apprentice's branch of training as set forth in these standards.

5. To attend as required and to complete satisfactorily the supplemental related training for the registered apprentice's branch of training as set forth in these standards.

6. To follow the direction of the Joint Apprenticeship Committee and to abide by its Rules, Regulations, Policies and Procedures.

7. To practice safe working habits to assure personal safety and the safety of fellow workers.

8. If a registered apprentice shall decide for any reason, to drop out of the Apprenticeship Program, the apprentice should promptly give written notice of that fact to the Apprenticeship Office so the apprentice's name may be properly removed from the Apprenticeship Office records.

9. A registered apprentice must work for the employer to whom the apprentice is assigned, and never quit or walk off a job. It is the responsibility of the apprentice to be on the job and ready for work at the time and date specified on the accepted dispatch. If the apprentice cannot report at the time specified on the dispatch, the apprentice MUST IMMEDIATELY contact the company and then the Apprenticeship Office and explain.

4.04 Term of Apprenticeship

1. The specific branch of apprenticeship as outlined in the addendums shall determine the term of registered apprenticeship. During this term, the registered apprentice shall participate in an approved schedule of work processes. The registered apprentice shall be required to attend classes in subjects related to the trade and the branch of apprenticeship.

2. The term of registered apprenticeship shall be divided into periods of training. The number of periods and length of the periods shall be determined by the branch of training.

3. An apprentice registered under these standards shall be subject to a probationary period, which will be equal to 25% of the total hours of on-the-job training in each branch of training. During the probationary period, the Joint Apprenticeship Committee at the request of either party to the agreement may make the termination or cancellation of the Registered Apprenticeship Agreement. The Joint Apprenticeship Committee may cancel a Registered Apprenticeship Agreement for such reasons as inability to learn, misconduct, lack of progress on the job or in related training, or non-compliance with these Apprenticeship Standards, Rules, Regulations, Policies or Procedures without recourse under the Appeal Procedure. The registration agency shall be informed of all cancellations, suspensions, and terminations of the Registered Apprenticeship Agreements.

4. The Joint Apprenticeship Committee may increase the term of apprenticeship for an apprentice for just cause, by up to a maximum of twenty-five percent (25%).

5. The Joint Apprenticeship Committee may decrease the term of apprenticeship for an apprentice for just cause, by up to a maximum of fifty percent (50%)

6. While engaged in on-the-job training, registered apprentices shall perform productive work for their individual employers and the employment of such registered apprentices shall not increase the number of workmen required to operate equipment or to perform other work, nor shall it increase the supervision required for such equipment or work, and individual employers who employ registered apprentices shall not be required to operate in a manner either inefficient, uneconomical or unsafe.

4.05 Training Processes

1. The registered apprentice's training processes vary from branch to branch. There are areas of skills and knowledge, which are applicable to all branches, particularly as they relate to safety and to the proper maintenance of the equipment being operated.

2. An orientation program shall preface on-the-job training within all branches. The length of such orientation period shall vary from branch to branch. The probationary-orientation program shall take place at a designated training center and shall be directly related to the branch of training, and under the direction of the Joint Apprenticeship Committee.

3. When a registered apprentice requests a transfer from one branch to another branch, such request shall be subject to decision by the Joint Apprenticeship Committee.

4. In addition to on-the-job training, registered apprentices in all branches of training shall receive not less than 144 hours of supplemental related training during each period of apprenticeship. Such supplemental related training shall vary from branch to branch and shall be determined by the Joint Apprenticeship Committee.

5. Registered apprentices in all branches of training shall receive, as part of the supplemental related training and on-the-job training, specific training in safety practices.
6. Registered apprentices in all branches of training shall be provided instruction in job procedures to provide the registered apprentice with an understanding of the specific industry pertaining to the registered apprentice's designated branch.

7. Registered apprentice work evaluation form shall be sent to Apprentice's employer yearly and/or sent each time the Apprentice changes employers.

4.06 Credit for Previous Experience and Training

Where the past experience and training of an Apprentice so justifies, the Joint Apprenticeship Committee may approve credit towards the term of apprenticeship in an amount determined by the Joint Apprenticeship Committee, provided that any such credit must be in keeping with the intent and goals of the Apprenticeship Program.

Exemption will be given to activated Reservists and National Guard Members. Returning reservist have 30 days to submit documentation of job related training or classroom training they received while on active duty.

4.07 Wage Schedule

1. *Wages and employment*. Unless otherwise specified, the straight time hourly wage rate of registered apprentices shall be the following percentage of the wage rate specified for the classification Group 8 or like classification as set forth in the applicable collective bargaining agreement under which the apprentice is working:

1st period apprentice	60%	3rd period apprentice	80%
2nd period apprentice	70%	4th period apprentice	90%

2. *Period advancements*. Advancement in period and the accompanying pay rate shall be processed upon verification that the apprentice has completed the required on-the-job training hours and related instruction corresponding to the period of completion.

3. *Journeyperson advancement*. The advancement to journeyperson status shall be effective at the end of the shift on the Friday following the meeting at which the Joint Apprenticeship Committee approves the advancement.

4. The work day, work week and all other conditions of employment of a registered apprentice shall be set forth in the applicable collective bargaining agreement under which the registered apprentice is working.

5. Whenever the collective bargaining agreement under which a registered apprentice is working is amended or is replaced by a new agreement, any changes that are made to the wage schedule for registered apprentices or to other conditions of employment, which apply to apprentices, shall become a part of these standards, but will not supersede State Apprenticeship Council Requirements.

4.08 Certificates of Completion

Upon the completion and recommendation of the Joint Apprenticeship Committee, certificates of completion may be issued by the Nevada State Apprenticeship Council and by the Joint Apprenticeship Committee, to each apprentice who satisfactorily completes the Apprenticeship Program pursuant to these standards.

4.09 Special Leave or Excused Absence as per Family Medical Leave Act

1. If an Apprentice has special and acceptable reasons for requesting leave of absence, an apprentice can seek and receive a leave from the Joint Apprenticeship Committee. The request for a special leave of absence must be submitted in writing to the Apprenticeship Office for review by the Joint Apprenticeship Committee. If circumstances require it, the apprentice may receive in excess of 90 days as provided in the Rules and Regulations.

2. The Apprenticeship Office must be notified in writing immediately upon an apprentice's desire and ability to return to active status.

3. If the excused apprentice does not notify the Apprenticeship Office of status within the designated period, (up to six months), that apprentice will be considered no longer interested in the Program, and that apprentice's name shall be removed from the records in the Apprenticeship Office.

4.10 Attendance at Apprenticeship Meetings

1. The administrator is authorized to grant an excused absence from apprenticeship meetings for the following reasons:

    a. Illness or injury as evidenced by a medical doctor's certificate;
    b. Death or serious illness or injury involving any of the following members of an apprentice's immediate family; wife, child, brother, sister, parents, mother-in-law or father-in-law;
    c. Detention by state, county or federal law enforcement agencies.

4.11 Replacement for Cause

1. Any registered apprentice absent for two (2) shifts without permission of the Joint Apprenticeship Committee shall automatically be replaced by an unemployed registered apprentice, or, if none is available, by an applicant.

4.12 Transfer to Another Apprenticeship Program

1. If, after being indentured as an apprentice, circumstances require leaving the state, but the apprentice wishes to continue apprenticeship training, the apprentice should write a letter to the Joint Apprenticeship Committee Office notifying of desire to make such a transfer. A transfer cannot be considered complete unless and until it is approved by the Joint Apprenticeship Committee in northern Nevada and whatever Operating Engineer Joint Apprenticeship Committee into which the apprentice requests transfer.

2. Upon approval of the apprentice's request by the Northern Nevada Joint Apprenticeship Committee, a copy of the apprentice's records will be sent to the Program Office into which the apprentice requested transfer, if written acceptance has been received from that office by the Northern Nevada Apprenticeship Office.

SECTION 5 – EMPLOYER PROCEDURES, RESPONSIBLITIES AND OBLIGATIONS

5.01 Training Processes

1. The registered apprentice shall be under the supervision of a journeyperson or other person who is designated by the individual employer to supervise the registered apprentice's training.

2. The registered apprentice shall be provided with diversified training in work processes in order to develop the registered apprentice into a skilled craftsman.

3. The registered apprentice shall be instructed and trained in the use of equipment, materials and work processes.

4. The registered apprentice shall perform the duties and the work tasks on the job within the registered apprentice's branch of training.

5. The registered apprentice shall be provided with proper safety instruction and training for the registered apprentice's particular branch of training and his specific job classification work processes.

5.02 Ratio

Each employer who employs over five (5) Operating Engineers on any one (1) job or project or, if there are not over five (5) Operating Engineers on any one (1) job or project who employs eleven (11) Operating Engineers on all company jobs or projects covered by this Agreement, shall have a minimum of one (1) Operating Engineer Apprentice in his employ if available. Thereafter, he shall include an additional Operating Engineer Apprentice in each six (6) Operating Engineers employed after the first six (6) on any job or project covered by this Agreement or in each twelve (12) Operating Engineers employed after the first fifteen (15) on all company jobs or projects covered by this Agreement. The ratio of Operating Engineer Apprentices to Operating Engineer Journeymen employed on a jobsite must not be greater than the ratio approved for the employer as to the entire work force pursuant to the program registered with the Council. The employer who is employing an Operating Engineer Apprentice shall see that the Operating Engineer Apprentice is under the supervision of a qualified Operating Engineer Journeyman at all times. An Operating Engineer Journeyman shall be considered a "qualified journeyman" for the purpose of meeting these ratio requirements.

5.03 Supplemental Related Training

The individual employer shall release from work the registered apprentice to attend supplemental related training at a designated training site as required by the Apprenticeship Standards. Every effort will be made to schedule registered apprentices to attend supplemental related training, taking into consideration the individual employer's work training schedule.

SECTION 6 – GENERAL PROVISIONS

6.01 Liabilities

1. There shall be no liability on the part of the Employers' Association, the Individual Employer, the Union, The Joint Apprenticeship Committee, its members or alternates, or any agent or employee thereof, for any injury sustained by the registered apprentice engaged in related training at the time when the registered apprentice's employment has been temporarily suspended or permanently terminated.

2. Neither the Union nor the Employer's Association or individual employers signatory hereto assume the obligation of an individual employer, but each agrees to use its best endeavor to procure employment and training with one or more individual employers who will accept full responsibility for all the terms and conditions of employment and training set forth in the Registered Apprenticeship Agreement.

3. In the conduct of this Program there shall be no discrimination against any individual employer who subscribes to these Apprenticeship Standards, or against any Union, based on or in any way affected by Union membership, by-laws or rules, regulations, constitutional provisions or any other aspect or obligation of Union accordance with all pertinent Federal and State laws, regulation or ruling, including applicable Executive Orders.

6.02 General Savings

1. It is not the intent of any party hereto to violate any laws, ruling, or regulations or any governmental authority or agency having jurisdiction of the subject matter of these Apprenticeship Standards. The parties hereto agree that in the event that any provisions of these Apprenticeship Standards are finally held or determined to be illegal or void as being in contravention of any such laws, rules or regulations. The remainder of these Apprenticeship Standards shall remain in force and effect, unless the parts found to be void are wholly inseparable from the remaining portion of these Apprenticeship Standards are held or determined to be illegal or void, they will then promptly enter into lawful negotiations concerning the substance thereof.

6.03 Changes in Collective Bargaining Agreement

Whenever the wages, hours or working condition provided in a collective bargaining agreement between the Union and Employer's Association or individual employer covered hereby are altered, such changes shall be made a part of these Apprenticeship Standards and any Registered Apprenticeship Agreement hereunder, not to exceed current Nevada State Apprenticeship Council regulations.

FORWARD TO BRANCH TRAINING ADDENDUMS

A. Each registered Apprentice shall select a branch of training and shall be required to complete the required number of on-the-job training hours applicable to the branches listed.

B. Transfers from one branch of training to another are subject to the approval of the Joint Apprenticeship Committee. Any registered apprentice will receive credit in an amount as determined by the Joint Apprenticeship Committee for his experience in the principal trade processes of the branch to which he transfers.

C. If experience, technology and equipment indicate that changes will be to the advantage of the industry, work processes schedule may be changed.

ADDENDUM 1

CONSTRUCTION EQUIPMENT OPERATOR BRANCH

It is the goal of the Apprenticeship Program for Operating Engineers in the Construction Equipment Operator Branch that apprentices become proficient in at least three major job classifications. To accomplish this, it is necessary that the employer assume certain obligations and responsibilities in providing the necessary on-the-job training.

A. Orientation Period

The Orientation Period for the Construction Equipment Operator Branch shall consist of up to 80 hours of orientation training in the following: Apprenticeship orientation, safety, grade setting, lubrication, general maintenance, and introduction to the following categories: track-type equipment, rubber-tire-type equipment, hoisting-type equipment and stationary-type equipment.

B. On-The-Job Training Periods

The first, second, third and fourth periods of training shall consist of 1,500 hours each, totaling 6,000 hours, which shall be on-the-job training and supplemental related training in the following training categories (not necessarily in the order listed nor on a continuous basis):

	Suggested Hours
1. Bulldozer and Electric Propelled Dozers	1,000
(a) Learn the different types of work assigned the dozer from pioneer and rough excavation to finish work.	
(b) Learn to make minor adjustments and repairs and work with Heavy Duty Repair Mechanic and/or Welder on major repairs.	
2. Motor Patrol	1,000
(a) Learn to service, maintain and adjust the machine.	
(b) Learn the different types of work the machine does, such as fine grading, back sloping, mixing and laying oil	
(c) Learn to make adjustment and minor repairs with Heavy Duty Repair Mechanic and/or Welder.	
3. Scrapers, Self Propelled	1,000
(a) Learn to operate the various types of motor and motor-electric driven machines.	
(b) Learn to service, maintain and repair the different makes of machines.	

4. Crawler and Truck Type Cranes, Derricks, Bridge, Tower and Gantry Cranes 1,000
   (a) Learn care, preventative maintenance, proper oils, greases, cables and minor adjustments.
   (b) Learn to adjust frictions, brakes and clutches.
   (c) Learn the controls, their importance in the proper operation and movement of the machine for the safety of other employees and equipment working near the machine.
   (d) Learn to read and set grade stakes and to read plans and instructions.
   (e) Learn to make major overhauls working with the Operator, Heavy Duty Repair Mechanic and/or Welder.
   (f) Learn the proper loads the machine and cables will safely handle.
   (g) Learn the operating difference between a live boom and regular operation.
   (h) Learn to give and receive proper signals for hoisting, swinging and lowering materials and equipment.
   (i) Learn to use out-riggers on wheel-type machines for protection of the machine and materials being handled.
   (j) Learn to understand proper horn and hand signals when assigned to mobile cranes.

5. Dragline and Other Bucket-Type Equipment 1,000
   (a) Learn the names and uses of various types of draglines, buckets and attachments.
   (b) Learn care, preventive maintenance, proper oil and greases, cables, and minor adjustments.
   (c) Learn to change teeth, cables, adjust frictions, brakes and clutches.
   (d) Learn the controls, their importance in proper operation and movement of machine for safety of other employees and equipment working near machine.
   (e) Learn to read and set grade stakes, also to read plans and instructions.
   (f) Learn to make major overhauls working with the Operator, Heavy Duty Repair Mechanic and/or Welder.

6. Shovel and Backhoe..... 1,000
   (a) Learn the names and uses of various types of shovels, buckets and attachments.
   (b) Learn care, preventive maintenance, proper oils and greases, cables and minor adjustments.
   (c) Learn to change teeth and cables and adjust frictions, brakes and clutches.
   (d) Learn the controls, their importance in proper operation and movement of machine for safety of other employees and equipment working near machine.
   (e) Learn to read and set grade stakes, also to read prints and instructions.
   (f) Learn to make major overhauls working with the Operator, Heavy Duty Repair Mechanic and/or Welder.

7. Grade Checking 1,000
   (a) Learn proper use of hand instruments and to read plans for making grades.

8. Skip and Tugger Hoists, Compressors, etc 300
   (a) Learn proper adjustments on engine-driven hoists, make repairs and adjustments on air tuggers and air compressors.

9. Roller – Flat Wheel, Sheep Foot and Pneumatic 400
   (a) Learn the purpose of the different rollers, the different procedures for compaction of various materials, and the operation and care of different types of rollers.

10. Tractor-Type Skip Loaders and Hi-Lifts 400
   (a) Learn to operate the various types, service and make minor repairs and adjustments.

11. Wheel-Type Tractors, including Fork Lifts, Lumber carriers, etc..... 400
   (a) Learn to service, maintain, make minor repairs and adjustments.

12. Trenching Machines 400
   (a) Learn to operate the various types and sizes of machines, their maintenance and repair.

13. Air Compressors-Pumps of all Types and miscellaneous Equipment..... 100
   (a) Learn the proper servicing and adjustments for proper operation of machine, its purpose on the job.

14. Concrete and Asphalt, Spreaders, Tampers and Finishers..... 500
   (a) Learn to service, make minor repairs, adjust and be able to operate the machine.

15. Concrete Mixer-Paver..... 200
   (a) Learn to operate and also become familiar with control of missing time apparatus.
   (b) Learn to make adjustments and repairs on machine.

16. Maintenance-Cutting and Welding-Grease and Oils 500
   (a) Learn minor repairs and adjustment.
   (b) Learn minor welding repair and cutting.
   (c) Learn the types of greases and oils and their uses.

MAXIMUM TOTAL HOURS 6,000

C. Curriculum

1. Introduction to Apprenticeship/Operations & Maintenance 40
2. Grade Checking I 40
3. Grade Checking II & Plan Reading 40
4. Specialized Equipment 310
5. Elective: Cranes, Welding, Hydraulics, Heavy Equipment Repair or Plant Electronics 80
6. First Aid/CPR 8
7. HAZMAT (Hazardous Materials Handling Awareness) 40
8. OSHA-10 10
9. Forklift 8

Scheduling of Supplemental Related Training shall be by direction of the Joint Apprenticeship Committee.

HEAVY DUTY REPAIRMAN BRANCH

A. Orientation Period

The Orientation Period for the Heavy Duty Repairman Branch shall consist of up to 80 hours of orientation in the following: Apprenticeship orientation, safety, lubrication, general maintenance, and introduction to the following training categories: preventative maintenance, engines, power trains, and control systems.

B. On-The-Job Training Periods

The first, second, third and fourth periods of training shall consist of 2,000 hours each, totaling 8,000 hours, which shall be on-the-job training and supplemental related training in the following training categories (not necessarily in the order listed nor on a continuous basis):

	Suggested Hours
1. Cleaning and Inspecting the parts of all types of equipment	200
2. Cylinder Heads	400
(a) Checking and inspecting heads	
(b) Replacing valve guides	
(c) Removing and replacing valve seats	
(d) Reaming valve guides	
(e) Grinding valve seats with hard-seat grinder	
(f) Seating valves	
(g) Checking valves with dial indicator	
(h) Installing injector tubes	
(i) Replacing Welsh plugs and water test heads	
(j) Re-bushing rocker-arms and reaming bushings	
(k) Checking and replacing rocker-arm rollers	
(l) Torquing cylinder head bolts	
(m) Use of compounds on head gaskets	
(n) Torquing injectors and adjustment	
3. Cylinder Blocks and Liners	1,000
(a) Removing and installing cylinder sleeves	
(b) Cleaning and checking water passages	
(c) Checking counter bores for sleeves	
(d) Recutting and straightening counter bores	
(e) Removing and installing cylinder studs	
(f) Cleaning rings, grooves, fitting pistons, and rings for clearances	
(g) Installing piston pin bushings and fitting piston pins	
(h) Checking rod alignment and bores	
(i) Honing and boring cylinders	
(j) Cleaning oil passages	

(k) Inspecting oil and oil lines
(l) Checking, removing and installing timing gears
(m) Checking main bearing saddles and crankshaft for wear cracks
(n) Reasons for magnafluxing
(o) Installing main and rod bearings
(p) Checking bearing clearances
(q) Torquing main and rod bearings
(r) Installing cam shaft bushings and line reaming
(s) Pressure tests oil systems
(t) Dial indication run-out on flywheel and housings

4. Fuel Systems and Filters 1,000
   (a) Adjusting clearances
   (b) Installing and adjusting injectors
   (c) Checking compression
   (d) Checking adjusting injection and carburetion systems
   (e) Care and cleaning of air filters
   (f) Timing injection system
   (g) Repairing fuel pumps and carburetors
   (h) Checking and servicing fuel filtering systems

5. Electrical systems-Air Conditioning Systems 1,500
   (a) Timing electrical systems
   (b) Use of proper equipment to check electrical systems
   (c) Repairing generators and starters
   (d) Adjusting voltage regulators
   (e) Making up and installing wiring circuits
   (f) Proper methods for repairing and maintaining air conditioning systems on equipment

6. Water Cooling Systems.....500
   (a) Checking thermostats
   (b) Cleaning water passages
   (c) Installing new gaskets on radiator tanks
   (d) Checking pressures on cooling systems
   (e) Adjusting fan belts and friction-driven fan drivers

7. Clutch.....400
   (a) Checking and adjusting clutches
   (b) Rebuilding pressure plates
   (c) Relining clutch disks
   (d) Removing and repairing clutches

8. Transmission and Differentials.....1,000
   (a) Removing and installing transmissions
   (b) Testing converters
   (c) Rebuilding transmissions and torque converters
   (d) Adjusting steering clutches

(e) Rebuilding steering clutches
(f) Relining steering clutch bands
(g) Adjusting and installing ball bearings, Timken bearings and oil seals
(h) Adjusting, inspecting and replacing differential gears, bearings and oil seals

9. Final Drives and Brakes 500
   (a) Removing, replacing and adjusting final drives, axles, gears, bearings and oil seals
   (b) Adjusting track, wheel bearings, track rollers and brakes
   (c) Repairing, servicing and adjusting air compressors, brake applicators, boosters, valves and regulators

10. Hydraulic and Cable Systems 600
   (a) Repairing and servicing of cylinders, valves and power control units
   (b) Selection, card, maintenance and proper installation of cable

11. Welding 600
   (a) Acetylene-cuttings, brazing and welding
   (b) Electric-cutting and welding

12. Field Repair and Maintenance of Self-Propelled and Stationary Equipment 300
   (a) Field maintenance and repair of the various types of equipment used by the industry

TOTAL HOURS 8,000

C. Curriculum
1. Introduction to Apprenticeship/Operations & Maintenance 40
2. Welding 80
3. Fuel Systems 60
4. Blueprint Reading for Welders 20
5. Electrical 60
6. Heavy Equipment Repair 130
7. Hydraulics 60
8. Diesel & High Compression Engines & Transmissions 60
9. First aid/CPR 8
11. HAZMAT (Hazardous Materials Handling Awareness) 40
13. OSHA – 10 10
14. Forklift 8

The scheduling of Supplemental Related Training shall be by direction of the Joint Apprenticeship Committee.

ROCK, SAND AND GRAVEL;
HOT PLANTS AND READY-MIX CONCRETE BRANCHES
(OFF-SITE, NON-CONSTRUCTION PERMANENT PLANTS)

PLANT EQUIPMENT OPERATOR BRANCH

It is the goal of the Apprenticeship Program for Operating Engineers in the Plant Equipment Operator Branch that apprentice become proficient in at least three major job classifications. To accomplish this, it is necessary that the employer assume certain obligations and responsibilities in providing the necessary on-the-job training.

A. Orientation Period

The orientation period for the Plant Equipment Operator Branch shall consist of up to 80 hours of orientation training in the following; apprenticeship orientation, safety, lubrication, general maintenance, and introduction to the following training categories: plant maintenance, mobile equipment operation and stationary equipment operation.

B. On-The-Job Training

The first, second, third and fourth periods of training shall consist of 1,500 hours each, totaling 6,000 hours, which shall be on-the-job training and supplemental related training in the following training categories (not necessarily in the order listed nor on a continuous basis):

	Suggested Hours
1. Asphalt Plants	1,000
(a) Learn to keep proper fire under dryer drum to heat and dry aggregates for proper mixing by means of valves or control levers	
(b) Learn to handle the levers and controls that automatically weigh dry sand, stone and asphalt and dump them into the mixing drum	
2. Batch Plants	800
(a) Learn to weigh aggregates for concrete	
(b) Adjust scales for required weight of material	
(c) Make proper mixes	
3. Crushing, Screening and Washing Plants	1,000
(a) Learn to make proper adjustments to crush the size of material desired	
(b) Make repairs on the equipment	
(c) Service conveyors	
(d) Learn to adjust conveyor belts	
(e) Learn to operate shaker screens to separate the different sizes of materials	
(f) Learn to change screens to get the desired size of materials	

(g) Learn to operate a washing plant and sand classifier

4. Material Loaders 550
   (a) Learn to operate, service and adjust various types of loaders, tractors and conveyors
   (b) Learn to make minor repairs and adjustments under the supervision of a mechanic

5. Maintenance of Plants and Equipment – Grease and Oils 600
   (a) Learn to make necessary repairs to the plants and equipment under The supervision of Heavy Duty Repair Mechanic and/or Welder
   (b) Learn the types of oil and grease and their uses

6. Erecting and Dismantling 350
   (a) Learn to set up, dismantle and repair all types of plant equipment

7. Welding and Cutting 300
   (a) Learn to build up and repair worn parts

8. Materials 200

9. Lubricating and Preventative Maintenance 1,000

10. Taking and Making up Orders for Materials; Dispatching 200

TOTAL HOURS: 6,000

C. Curriculum
   1. Introduction to Apprenticeship/Operations & Maintenance 40
   2. Grade Checking I 40
   3. Grade Checking II & Plan Reading 40
   4. Specialized Equipment 310
   5. Elective: Cranes, Welding, Hydraulics, Heavy Equipment Repair or Plant Electronics 80
   6. First Aid/CPR 8
   7. HAZMAT (Hazardous Materials Handling Awareness) 40
   8. OSHA-10 10
   9. Forklift 8

Scheduling of Supplemental Related Training shall be by direction of the Joint Apprenticeship Committee.

SURVEYOR TECHNICIAN BRANCH

When working under the Surveyor Technician Branch the registered Apprentice shall be paid the percentage of the Group 8 classification or like classification existing in the collective bargaining agreement for Northern Nevada.

A. Orientation Period

Apprentices shall receive orientation training in each of the following on-the-job work processes, which shall include safety instruction:

B. On-The-Job Training

The first, second, third and fourth periods of training shall consist of 1,000 hours each totaling 4,000 hours of on-the-job training and supplemental related training in the following work processes, although not necessarily in the order listed nor on a continuous basis:

Suggested Hours

Apprentice I 1,000

1. Use and care of tools such as shovels, pick axes, mauls, chisels, hammers, etc.

2. Use and care of survey equipment which is pertinent to chaining and leveling, excluding instruments

3. Care and handling of survey instruments
   (a) Removing from and replacing in the box
   (b) Carrying instruments which have been mounted on a tripod
   (c) Setting up instrument safely (not over a point)

4. Safety practice and instruction
   (a) First aid and first aid kits
   (b) Proper use of sharp tools
   (c) Precautions for mountain work
   (d) Precautions for street work
   (e) Precautions for around heavy equipment

Apprentice II 1,000

5. Use of hand signals
6. Familiarity with station system
7. Setting of monuments
8. Setting of proper bench marks and turning points
9. Proper marking and placing of guard stakes

Apprentice III.....1,000
10. Use of spring balance
11. Read thermometer and make temperature corrections
12. Correcting for slope measurements
13. Interpreting stationing from plans
14. Set up level for taking elevations
15. Operation of reading a level

Apprentice IV.....1,000
16. Use of transit in lieu of a level
17. Set up transit over point
18. Reading of vernier
19. Methods and application of staking curves
20. Methods and application of referencing survey controls
21. Observe rules of good public relations

TOTAL HOURS: 4,000

C. Curriculum
1. Introduction to Apprenticeship/Basic Tools & Terms for Surveyors.....40
2. Basics/Geometry/Trigonometry/Intro to Modern Equipment/Calculators.....60
3. Application of Math to Field Problems/Advanced Field Use of Equipment.....60
4. Highway Curves & Route Location/Plan Reading & Interpretation.....40
5. Applying Basics of Topograpic, Boundary & Construction Surveys.....40
6. First Aid/CPR.....8
7. Hazmat (Hazardous Materials Handling Awareness).....40

The scheduling of Supplemental Related Training shall be by direction of the Joint Apprenticeship Committee.

CERTIFIED CHIEF OF PARTY BRANCH

Upon completion of the Surveyor Technician Branch, the Survey Apprentice shall be qualified to continue into the Certified Chief of Party Branch.

A. On-The-Job Training

Because this branch is a continuation of the Surveyor Technician Branch the fifth, sixth, seventh and eighth periods of training shall be 1,000 hours each, totaling 4,000 hours of on-the-job training and supplemental related training in the following work processes, although not necessarily in the order listed nor on a continuous basis.

	Suggested Hours
1. Use and care of theodolites, transits, lasers, and global positioning systems	400
2. Use, care and adjustment of levels	300
3. Use, care and adjustment of special instruments	300
4. Notes and sketches	300
5. Calculations, reductions, conversions	300
6. Maps, plans, records etc	300
7. Job analysis for efficient field procedures	300
8. Calculation and adjustment of traverse and level closure	400
9. Supervise survey parties	350
11. Have functional supervision over Apprentice	350
12. Full use of transit and level	700
TOTAL HOURS:	**4,000**

The registered apprentice shall work one thousand hours in work process 8 before completion of this apprenticeship.

B. Curriculum

1. Intro to Rectangular Land Survey System/Record, Research & Application.....80
2. Field Search & Monument Recognition on Boundary Survey 60
3. Applying Basics of Topographic, Boundary & Construction Surveys.....48
4. Supervision of Field Crews and Personnel 40
5. Laser leveling and global positioning systems 60

The scheduling of Supplemental Related Training shall be by direction of the Joint Apprenticeship Committee.

LUBRICATION TECHNICIAN BRANCH

A. Orientation Period

The Orientation Period for the Lubrication Technician Branch shall consist of up to 80 hours of orientation in the following: Apprenticeship orientation, safety, pre-operative inspections and structure of components with an introduction to the following categories: preventative maintenance, engines, power trains, grease points, hydraulic system, tires, track undercarriage, brakes and individual parts.

B. On-The-Job Training Periods

The first, second, third and fourth periods of training shall consist of 1,000 hours each, totaling 4,000 hours, which shall be on-the-job training and supplemental related training in the following training categories (not necessarily in the order listed nor on a continuous basis):

	Suggested Hours
1. Preventative maintenance shall include the following training classifications: grease and oils, lubrication, minor adjustments	800
2. Engines shall include the following training classifications: engine oil, cooling, air intake and exhaust, electrical and fuel systems	500
3. Power trains shall include the following training classifications: clutches, torque converters, transmissions, differentials and final drives	500
4. Grease points shall include the following training classifications: steering, clutch, universal joints, bearings, bushings and slides	250
5. Hydraulics shall include the following training classifications: supply pumps, hydraulic fluid reservoir, hydraulic motors, tubing and lines, hydraulic cylinders, valves and accumulators and coolers	1,000
6. Tires shall include the following training classifications: proper pressure and wear damage	100
7. Track undercarriage shall include the following training classifications: tracks, rollers, idlers, sprockets, tensions mechanism, roller guards and frame	300
8. Brakes shall include the following training classifications: reservoir, cylinders, shoes/pads, drums or rotors, regulator, chambers and compressors	250
9. Individual parts shall include the following training classifications:	

wire rope, sheaves, brackets, clips, running and standing rope, pendant lines and end sockets 300

TOTAL HOURS: 4,000

C. Curriculum

1. Introduction to Apprenticeship/Operations and Maintenance 40
2. Engine Systems 40
3. Drive trains 20
4. Grease points 30
5. Hydraulic system 40
6. Tires 20
7. Track undercarriage 20
8. Brakes 20
9. Individual parts 40
10. OSHA 10 10
11. Forklift 8

The scheduling of Supplemental Related Training shall be by direction of the Joint Apprenticeship Committee.

D. Upon completion of this branch of training, the Apprentice will have the option of upgrading his training to Heavy Duty Repairman.

CRANE OPERATOR BRANCH

A. Orientation Period

The Orientation Period for the Crane Operator Branch shall consist of up to 100 hours of orientation training in the following: Apprenticeship orientation, safety, grade setting, lubrication, general maintenance, and introduction to the following categories: track-type equipment, rubber-tire-type equipment, overhead-type equipment and stationary-type equipment.

B. On-The-Job Training Periods

The first, second, third and fourth periods of training shall consist of 1,500 hours each, totaling 6,000 hours, which shall be on-the-job training and supplemental related training in the following training categories (not necessarily in the order listed nor on a continuous basis):

	Suggested Hours
1. Crawler and Truck Type Cranes, Derrick, Bridge, Tower and Gantry Cranes	
(a) Learn care, preventative maintenance, proper oils, greases, Cables and minor adjustments	600
(b) Learn to adjust frictions, brakes and clutches	500
(c) Learn the controls, their importance in the proper operation and movement of the machine for the safety of other employees and equipment working near the machine.	600
(d) Learn to read instructions	300
(e) Learn to make major overhauls working with the Operator, Heavy Duty Repair Mechanic and /or Welder	900
(f) Learn the proper loads the machine and cables will safely handle	600
(g) Learn the operation difference between a live boom and regular operation	500
(h) Learn to give and receive proper signals for hoisting, swinging and lowering materials and equipment	500
(i) Learn to use out-riggers on wheel-type machines for protection of the machine and materials being handled	500
(j) Learn to understand proper horn and hand signals when assigned To mobile cranes.	500
(k) Learn proper assembly and disassembly of Lattice Boom Cranes	400
2. Dragline, Clamshells, and Demolition Ball	100
(a) Learn the names and uses of various types of draglines, buckets and attachments.	
(b) Learn care, preventative maintenance, proper oil and greases, cables and minor adjustments.	
(c) Learn to change teeth, cables, adjust frictions, brakes and clutches.	

(d) Learn the controls, their importance in proper operation and movement of machine for safety of other employees and equipment working near machine.
(e) Learn to make major overhauls working with the Operator, Heavy Duty Repair Mechanic and/or Welder.

TOTAL HOURS: 6,000

It shall be mandatory that an apprentice achieve minimum journeyman competency performing the work tasks in the classifications of 1 conventional and 2 hydraulic cranes.

C. Curriculum
1. Orientation 100
   (a) Safety
   (b) Traffic control
   (c) Forklift safety and certification
   (d) Commercial Drivers License
2. Cranes 126
   (a) Rigging
   (b) OSHA-10
   (c) Load charts
   (d) Crane Operations
      1) Hydraulic
      2) Conventional
      3) Tower
   (e) Cleaning and lubrication
   (f) Boom sections
      1) Assembly
      2) Disassembly
3. Cranes 350
   (a) Advanced load charts
   (b) ASME/OSHA regulations
   (c) Power line regulations
   (d) Personnel basket regulations
   (e) Advanced rigging
   (f) Two crane lift introduction
   (g) National crane certification practical exams
   (h) Assembly/Disassembly of cranes
   (i) Clamshell/Dragline introduction
   (j) Advanced crane operations
      1) Hydraulic
      2) Conventional
      3) Tower

Scheduling of Supplemental Related Training shall be by direction of the Joint Apprenticeship Committee.

ADDENDUM 2

SELECTION PROCEDURES FOR THE

NORTHERN NEVADA OPERATING ENGINEERS APPRENTICESHIP PROGRAM

The Operating Engineers Joint Apprenticeship Committee for the 13 northern counties for Nevada has established procedures for persons to make application to enter apprenticeship training. The procedures that follow have been adopted by the Joint Apprenticeship Committee and are consistent with the provisions of the Nevada State Plan for Equal Employment Opportunity in Apprenticeship.

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, age, disability or sexual orientation.

To accomplish the purposes of the Nevada State Plan on Equal Employment Opportunities in Apprenticeship, the Northern Nevada Operating Engineers Joint Apprenticeship Committee may take affirmative action.

HOW TO APPLY

Applications may be obtained through the Apprenticeship Office.

ADDRESS:	1290 Corporate Blvd. Reno, NV 89502 OR P.O. Box 20962 Reno, NV 89515
PHONE:	(775) 575-2729
OFFICE HOURS:	Monday through Friday 7:00 am to 5:00 pm

ELIGIBILITY REQUIREMENTS FOR SELECTION:

A. Applicants must be a minimum of 18 years of age at time of application and provide proof of date of birth through one of the following methods:

   1. A written certificate of applicant's date and place of birth as executed under penalty of perjury, by one who has personal knowledge of applicant's date and place of birth.

2. A certified copy of birth certificate;

3. A certified copy of a court order determining the fact of applicant's birth;

4. Selective Service Registration or Classification Certificate;

5. Valid driver's license;

6. Immigration papers;

7. Military discharge.

B. Applicants must provide an address and phone number within one of the 13 northern counties of Nevada where the applicant may be contacted.

C. Applicants must complete the application form as provided by the Nevada Joint Apprenticeship Committee.

D. Applicants must show proof of high school diploma or its equivalent before being accepted into the program or receive equivalent within one year after being indentured as an apprentice.

E. Applicants must produce a valid driver's license prior to indenture.

F. Fitness for essential work functions of the trade based upon aptitude, attitude and personal characteristics will be evaluated by the JAC.

G. <u>ELIGIBLE APPLICANTS MUST:</u>

1. Complete an Industry Entrance Test, which is administered by the Administration Office and attend an oral interview with the Joint Apprenticeship Committee;

2. Meet the Joint Apprenticeship Committee's Drug Testing Policy. (Applicants will be tested);

SELECTION PROCEDURE 1

A. Applicants will be ranked numerically by the following method:

1.	High school diploma	=	8 points
	or GED (Government Equivalency Diploma)	=	5 points
2.	Work experience or trade school or vocational classes (2 points per year/maximum of 16 points)	=	2-16 points
3.	Personnel test for Industry Numerical Test each correct answer	=	1 point
4.	Personnel test for Industry Verbal Test each correct answer	=	1 point
5.	Bennett Mechanical Test each correct answer	=	1 point

The scores from items 1, 2, 3, 4, and 5 will be totaled together and will be the numerical value given the applicant. If the applicant receives a total score of 105 points or more from the above criteria, the applicant will be notified by mail, stating that they have met the minimum qualifications for an oral interview.

The JAC will interview all applicants who qualify and report for said interview, as scheduled. During the oral interview, the applicant will receive from 0-150 points as judged by each interviewer.

B. Oral interviews are scheduled in order to maintain an adequate list of qualified applicants available for selection to meet industry needs.

C. Applicants will be scheduled for an oral interview, in the same order thattheir application process is completed.

D. In the event two or more applicants complete the application process on the same date, the applicant with the lowest application number will be scheduled for an oral interview first.

E. Applicants will be placed on the Applicant List in ranking order of their score received from the oral interview combined with the score from the qualification points and written test, highest score first.

F. In the event two (2) applicants have the same ranking score, placement on the Applicant List shall be determined by the date their application process was completed, or if completed on the same date, priority will be given to the lowest application number.

G. Applicants who have been placed in a pool of eligibles shall be retained on lists of eligibles subject to selection for a period of 2 years. Applicants may be removed from the list at an earlier date by their request or following their failure to respond to an apprentice job opportunity given by certified mail, return receipt requested.

PRE-APPRENTICESHIP TRAINING

It is the understanding of the Joint Apprenticeship Committee that individuals successfully completing those pre-apprenticeship training programs which are publicly-funded and approved by the Joint Apprenticeship Committee, i.e. Job Corp, Helmets to Hardhats may make application for Program entry and upon approval and acceptance of the Joint Apprenticeship Committee, be given preference for available openings in Apprenticeship training.

Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military, may be given direct placement into the apprenticeship program. The JAC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JAC will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. Military veterans who are registered with helmets to hardhat program will be given the utmost consideration with regards to direct placement into the apprenticeship program.

RE-APPLICATION FOR PROGRAM ENTRY

Any applicant having his name removed for any reason from the applicant list may not re-apply for a minimum of one (1) year after the date of removal from the applicant list.

Registered apprentices removed for cause from the Apprenticeship Program may not re-apply for program entry in less than three years from the date of removal.

ADDENDUM 3

NORTHERN NEVADA OPERATING ENGINEERS
JOINT APPRENTICESHIP COMMITTEE

AFFIRMATIVE ACTION PLAN

The Northern Nevada Operating Engineers Joint Apprenticeship Committee pledges that the recruitment, selection, and training of apprentices during their apprenticeship shall continue without discrimination because of race, color, religion, national origin, age, disability or sexual orientation. To accomplish the purposes of the Nevada State Plan or Equal Employment Opportunities in apprenticeship the Northern Nevada Operating Engineers Joint Apprenticeship 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 of the Northern Nevada Operating Engineers Joint Apprenticeship Committee. 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 regularly disseminated not less than semi-annually. Announcement shall be made to:

    a. Nevada State Apprenticeship Council

    b. Bureau of Apprenticeship Training at state and local offices.

    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 Council, i.e., newspaper, radio, etc.

2. Participate in workshops conducted by the Nevada State Apprenticeship Council, 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 needs of the industry and the qualifications required of apprentices.

4. The Northern Nevada Operating Engineers Joint Apprenticeship 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. Direct placement shall be permitted to an employee of a non-signatory employer in the Construction Industry not qualifying as a journeyworker, when the employer become signatory. The employee shall be evaluated by the JAC or a designee and indentured at the appropriate period of apprenticeship based on previous work experience and related training.

7. Direct placement shall be permitted to an individual not qualifying as a journeyworker who signs an authorization card during an organizing effort in the Construction Industry wherein fifty percent (50%) of the employees have signed, shall be evaluated by the JAC and indentured at the appropriate period of apprenticeship based on previous work experience and related training, whether or not the employer becomes signatory.

8. Engage in such other activities that may further the entry of minorities and/or women into apprenticeship.

9. The selection of apprentices shall be by means of a selection procedure consistent with the provisions of the State Plan.

10. The Northern Nevada Operating Engineers Joint Apprenticeship Committee shall make an annual review of participation of minorities and women in its apprenticeship program in order to compare its utilization of these groups with the rates of their participation in the labor force in this jurisdiction. The Committee will make every reasonable effort to correct any deficiency shown by a percentage participation rate of minorities and/or women in apprenticeship, which is less than their respective participation rate in the labor force.

    a. Utilization of minorities

        (1) $\frac{\text{Minority Labor Force}}{\text{Total Labor Force}} = 25.8\%$

        (2) $\frac{\text{Minority Apprentices}}{\text{Total Apprentices}} = 25.8\%$

    c. Utilization of women

        (1) $\frac{\text{Female Labor Force}}{\text{Total Labor Force}} = 44\%$

        (2) $\frac{\text{Female Apprentices}}{\text{Total Apprentices}} = 22\%$

ADDENDUM 4

RECONSIDERATION HEARING AND APPEAL PROCEDURES

1. You have the right to request a reconsideration hearing of a decision by the Joint Apprenticeship Committee as follows:

   Within thirty (30) days of the receipt of the suspension, removal or Joint Apprenticeship Committee action notice, you may ask for a reconsideration hearing of such action by mailing a written request to the Northern Nevada Joint Apprenticeship Committee, P.O. Box 20962, Reno, NV 89515.

   If no reconsideration hearing request is received by the Northern Nevada Joint Apprenticeship Committee by the thirtieth (30^{th}) day after receipt of such suspension, removal or Joint Apprenticeship Committee action notice; or if a reconsideration hearing has been requested and you do not appear before the Joint Apprenticeship Committee on the date fixed for such appearance, the decision will be final and will not be subject to further review.

2. After your appearance before the Northern Nevada Joint Apprenticeship Committee you will be notified in writing of the decision of the committee concerning your appeal and the reasons therefore. If you are not satisfied with the decision you may then appeal (file a complaint) in writing with the Secretary Director of the Nevada State Apprenticeship Council, 555 E. Washington, Ste. 4100, Las Vegas, NV 89101, within thirty (30) days after your receipt of written notice of the decision of the committee.

ADDENDUM 5

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 N.R.S. 620, N.A.C. 610, Nevada State E.E.O. Plan, Part 29 CFR 29 (29.7) or 29 CFR 30 E.E.O. Upon de-registration or voluntary cancellation of the program, the sponsor will inform each apprentice, within 15 days, of the de-registration or cancellation, and the effect of such action.