



2019 Sierra Pacific Power Company dba NV Energy and
IBEW Local #1245 IJ Standards of Apprenticeship

**SIERRA PACIFIC POWER COMPANY (dba NV ENERGY)
and IBEW LOCAL #1245**

- ✓ **NSAC Checklist**
- ✓ **Individual Joint (IJ) Standards of Apprenticeship (Revised
Standards Approved by SAC May 2017)**
- ✓ **Appendix B- Apprenticeship Agreement**
- ✓ **Appendix C - Affirmative Action Plan**
- ✓ **Appendix D - Qualifications and Selection Procedures**

Standards Placement	29 CFR, NRS 610, and NAC 610 Required Provisions
Foreword Page ii	1) Skilled Occupation: The employment and training of the Apprentice in a skilled occupation. NRS 610.202, 5 and NRS 610.144 3(a)
Appendix A Foreword Page 5 Section VII	2) 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) 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). <i>The time-based approach</i> measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule. <i>The competency-based approach</i> measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. <i>The hybrid approach</i> measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule. The determination of the appropriate approach for the program standards is made by the program sponsor, subject to approval by the Registration Agency of the determination as appropriate to the apprenticeable occupation for which the program standards are registered. 29 CFR 29.5 (b)
Appendix A Page 7 Section XII	3) 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)
Page 7 Section XIII Appendix A	4) 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

Page 6 Section X Appendix A	5) 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, or Minimum and Reasonable and profitable wage for apprentice in construction industry. NRS 610.144 3 (e); NAC 610.480, NAC 610.485
Page 5 Section VIII Page 6 Section X Appendix A	6) 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)
Page 5 Section VI Appendix A	7) 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)
Page 5 Section VIII	8) 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
Page 8 Section XIV	9) 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)
Page 4 Section IV Appendix D	10) 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
Page 4 Section V Appendix B	11) 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)
Page 6 Section XI	12) 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)
Page 11 Section XXI	13) 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)

Page 5 Section VI Page 7 Section XII	14) Qualified Trainers and Supervision: Provisions for the assurance of qualified training personnel and adequate supervision on the job. NRS 610.144 3(n)
Page 9 Section XVI Appendix C	15) Completion Certificate: Provisions for the issuance of an appropriate certificate evidencing the successful completion of an apprenticeship. NRS 610.144 3(o)
Page 9 Section XVI Page 15 Section XXVI	16) Registration Agency: An identification of the OWINN as the agency for registration of the program. NRS 610.144 3 (p)
Page 9 Section XIX	17) Modifications: Provisions for the registration of agreements and of modifications and amendments thereto. NRS 610.144 (q)
Page 9 Section XVIII	18) 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)
Page 5 Section VIII	19) Probationary Period Termination: Provisions for the termination of an agreement during the probationary period by either party without cause. NRS 610.144 (s)
Page 3 Section II Appendix C	20) 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
Page 9 Section XX Appendix D	21) 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)
Page 8 Section XV Appendix D	22) Records Maintenance: Provisions for the recording and maintenance of all records concerning apprenticeships as may be required by the State Apprenticeship Council and applicable laws. NRS 610.144 3(v); NAC 610.910
	ALL DOCUMENTS HAVE BEEN CHECKED FOR SPELLING, FORMATTING, GRAMMAR, (INCLUDING TABLE OF CONTENTS), ETC.



2019 IJ Standards of Apprenticeship

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

**Sierra Pacific Power (d/b/a NV Energy)
Mechanic, Utility Fleet**

FOR

ALL OCCUPATIONS IDENTIFIED IN APPENDICES A

APPROVED BY

OFFICE OF WORKFORCE INNOVATION AND THE NEVADA STATE APPRENTICESHIP COUNCIL

Richard J. Williams, Nevada State Apprenticeship Director

REGISTRATION DATE: _____

REGISTRATION NUMBER: _____

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

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FOREWORD

These individual joint **Sierra Pacific Power Company (d/b/a NV Energy) and IBEW Local #1245** apprenticeship standards have as their objective the training of numerous apprenticeable occupations skilled in all phases of various industries. **Sierra Pacific Power Company (d/b/a NV Energy) and IBEW Local #124** acting as sponsor, recognize that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

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

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

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

SECTION I – PROGRAM ADMINISTRATION

Program Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Sponsors will establish a Joint Apprenticeship and Training Committee (JATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship. A list of the membership and the areas of expertise they represent must be provided to the Registration Agency. The sponsor will administer the program with the services of a JATC.

Responsibilities of the JATC

- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Ensure in writing an employer agrees to pay the applicable apprenticeship wage and the costs of the training assessed to the apprentice, as defined in Section XIII.
- D. Review and recommend apprenticeship activities in accordance with this program.
- E. Establish the minimum standards of education and experience required of apprentices.
- F. Register the local apprenticeship standards with the Registration Agency.
- G. Hear and resolve all complaints of violations of apprenticeship agreements.
- H. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- I. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
- J. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.
- K. Notify, within 10 days, the Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes.
- L. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyworkers.
- M. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.
- N. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the

course of this determination that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in NRS 610.180 and 29 CFR § 29.7(h)(1)(2)(i) and (ii).

- O. The employer will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section XXI of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered employer for completion of the apprenticeship.

If conditions of business make it necessary to temporarily suspend the period of apprenticeship, apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

- P. *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.*
- Q. *To periodically review these standards and keep them consistent with industry, national and state standards.*
- R. *To ensure adequate and safe equipment and facilities, as well as, provisions for training in safety and related instruction.*
- S. *To ensure each apprentice learns from qualified training personnel and has adequate supervision to perform tasks.*
- T. *To establish a system of 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 their apprenticeship.*
- U. *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."*

Structure of the Joint Apprenticeship and Training Committee (JATC)

Each apprenticeship discipline shall have a voting member, comprised of one Company appointed representative and one Union appointed representative. At a minimum, the voting members of the Committee shall be composed of four (4) members appointed by the Company and four (4) members appointed by the Union. The Committee may include a non-voting Human Resources Representative, a Chairman, and the Union Business Representative. A quorum of the JATC shall be defined as a minimum of five (5), of the

appointed voting members of the JATC, with at least two (2) members appointed by the Company and two (2) members appointed by the Union.

In the event of an extended absence of an appointed JATC member, and with JATC approval, a temporary JATC member may be appointed by the Company and/or the Union for the purpose of achieving a quorum.

Administrative Procedures

- A. *The Members of the Joint Apprenticeship Training Committee members shall serve from the date of their appointment until their successors are duly selected.*
- B. *A Company appointee shall be the Committee chairman and the secretary will be selected by the Union Representatives from the voting or non-voting Committee members.*
- C. *The chairman will be responsible for an agenda of, and presiding over scheduled meetings. The secretary shall record the minutes of each meeting and distribute them to all appropriate persons.*
- D. *Committee meetings shall be held once a month or as designated by the chairman.*
- E. *The JATC will notify the State Apprenticeship Council via the Registration Agency, of any termination or agreement within 10 days.*

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

The sponsor will not discriminate against apprenticeship applicants or apprentices based race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under NRS 610.144 and 29 CFR § 30.

The Program Sponsor will take Affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, part 30. The Program Sponsor shall not discriminate against a qualified individual with a disability because of the disability of such individual. The Program Sponsor will provide reasonable accommodation to individuals as required by federal, state, or local disability law.

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

Sponsors are required to provide a written selection procedures (Appendix D), which will become part of these standards of apprenticeship and those with 5 or more registered apprentices are required to adopt an Affirmative Action Plan (Appendix C) two years after program registration. However, the Office of Apprenticeship encourages the development of these two plans for all programs regardless of apprentice numbers.

~~For programs with fewer than 5 apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.~~

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

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

A. Age

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

B. Education

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

C. Physical

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

Applicants will pass screening for the current illegal use of drugs required by the employer on acceptance into the program and prior to being employed.

D. Aptitude Test

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

E. Others

As deemed appropriate and required by the employer.

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

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix B) which can be submitted electronically through the Registered Apprenticeship Partners Information Data System (RAPIDS), using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The sponsor shall provide a copy of the apprenticeship agreement to the apprentice, the Registration Agency, and the employer. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the sponsor's written rules and policies, and the apprenticeship agreement, and the sections of the collective bargaining agreement (CBA) that pertain to apprenticeship. The State Apprenticeship Council, via the Registration Agency will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

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

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing on-the-job learning (OJL), and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient workers (journeyworkers) consistent with proper supervision, training, safety, continuity of employment and applicable provisions in CBAs, except where such ratios are expressly prohibited by the CBAs throughout the apprenticeship. The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to fully proficient workers (journeyworkers) will be as noted in each Appendix A.

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

The term of the occupation will be time-based, hybrid, or competency-based (selection based on the occupation) with an OJL attainment of supplemented by the required hours of related instruction as stated on the Work Process Schedules and Related Instruction Outlines (Appendix A).

The sponsor may utilize a career lattice as a pathway for apprentices to move upward in the organization, which may or may not include interim credential leading to the Certificate of Completion of Apprenticeship or career lattice credential, if applicable.

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

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter.

During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the State Apprenticeship Council via the Registration Agency of the final action taken.

SECTION IX - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient workers (journeyworkers), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes. Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

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

Apprentices will be paid a progressively increasing schedule of wages and fringe benefits during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to fully proficient or journeyworker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule and fringe benefits will be an increasing percentage of the fully proficient or journeyworker wage rate as established in the CBA. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached Work Process Schedules and Related Instruction Outlines (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable, or 35% of the rate for journeyworkers/fully competent workers in a non-construction trade and the minimum reasonable and profitable wage for an apprentice in the construction industry.

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

The sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish such records, affidavits, and other documents to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. Applicants requesting credit for previous experience who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made

by the sponsor during the probationary period, when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit

to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The State Apprenticeship Council, via the Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced. The granting of advanced standing will be uniformly applied to all apprentices.

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

During the apprenticeship, the apprentice will receive OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the apprentice's supervisor.

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

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A, with a minimum of 144 hours of related instruction is required for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. Although the apprentice shall not pay for costs of training, the sponsor may require apprentice to pay the costs of his or her books, tools and any license required to work in occupation. In cities, towns, or areas having no vocational schools or other schools that can furnish related instruction, the sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Registration Agency.

Apprentices **may or may not** be paid for hours spent attending related instruction classes, based on each individual employer acceptance agreement (see Appendix E). *For this program, Sierra Pacific Power Company will elect to pay the apprentices for hours spent at Truckee Meadows Community College that overlap the apprentices normal work schedule.*

The sponsor will inform each apprentice of the availability of college credit (if applicable).

Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend

instructor training to meet the requirements of NRS 610.144 and 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

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

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

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

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship.

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under NRS 610.144 (please refer to NAC 610.910) and 29 CFR § 30 (please refer to 29 CFR § 30.8).

All such records are the property of the sponsor and will be maintained for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

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

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of Completion of Apprenticeship Form in (Appendix B), accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Registration Agency.

Certificate of Training

A Certificate of Training may be requested from and issued by the U.S. Department of Labor's Office of Apprenticeship, Office of Workforce Innovation (the Registration Agency), only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in these standards. The Registration Agency may require that a record of completed OJL and related instruction for the apprentice accompany such requests.

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

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

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

These standards will, upon adoption by the sponsor, be submitted to the State Apprenticeship Council for approval. Such approval will be acquired before implementation of the program.

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the State Apprenticeship Council via Registration Agency within 30 days in writing of any decision to cancel the program.

The State Apprenticeship Council may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the State Apprenticeship Council's acknowledgment of the sponsor's request. If the State Apprenticeship Council orders the deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of NAC 610 and 29 CFR § 29.8.

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

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the State Apprenticeship Council for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

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

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 his/her 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 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:

Sierra Pacific Power Company (d/b/a NV Energy)
ATTN: Labor Relations – JATC
6100 Neil Road, Reno Nevada 89521
Laborrelations@nvenergy.com
775-834-4329

NRS 610.180 and 29 CFR § 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has 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 his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the State Apprenticeship Council, via Registration Agency or, at the apprentice or applicant's election, with the private review body established by the 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 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 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.

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

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

SECTION XXII - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled journeyworker.

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

- A. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the sponsor.
- B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer or the apprenticeship agreement is terminated by the sponsor.
- D. *To respect the property of the Company and abide by the working rules and regulations of the employer and the Registration Agency.*
- E. *To attend and satisfactorily complete the required supplementary training.*
- F. *Under normal circumstances, the apprentice will be expected to complete the apprenticeship program in the prescribed manner. If an apprentice decides he does not want to complete the apprenticeship, the Company may reassign the employee in accordance with the CBA-1245.*

- G. Upon satisfactory completion of the requirements of the apprenticeship program, the apprentice will be reclassified to Journeyman in accordance with the CBA-1245.*

SECTION XXIII - TECHNICAL ASSISTANCE

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, the Office of Workforce Innovation for the New Nevada, and vocational schools, may be requested to advise the sponsor.

The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXIV - CONFORMANCE WITH FEDERAL AND STATE LAWS AND REGULATIONS

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

SECTION XXV - COLLECTIVE BARGAINING AGREEMENTS – 29 CFR § 29.11

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

- i. Any apprenticeship provision in any CBA between employers and employees establishing higher apprenticeship standards; or
- ii. Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, executive order, or authorized regulation.

SECTION XXVI - DEFINITIONS

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

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

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

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

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

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

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

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

COMPETENCY-BASED OCCUPATION: An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

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

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

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

INTERIM CREDENTIAL: A credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

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

JOURNEYWORKER/FULLY-COMPETENT WORKER: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. These terms may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

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

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

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

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

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

assessments.

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

The Registration Agency and field representative identified are:

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

and

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

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

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program. The sponsor, for purposes of these standards, means **Sierra Pacific Power Company (d/b/a NV Energy) and IBEW Local #1245.**

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

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

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

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

YOUTHBUILD: A youth and community development program that addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their high school diploma or General Educational Development (GED) equivalency, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. Sponsors that wish to hire YouthBuild students who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Selection Procedures.



Sierra Pacific Power (d/b/a NV Energy)
2019 IJ Standards of Apprenticeship

SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

Sierra Pacific Power Company (d/b/a NV Energy) and IBEW Local #1245 hereby adopts these standards of apprenticeship on this 15th day of October, 2019.

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

Nanette Quitt

Date: 10/15/19

Signature of Sponsor (designee)

Nanette Quitt

Labor Relations Manager

Adam M. Weber

Date: 11/4/19

Signature of Sponsor (designee)

IBEW Local #1245 Business Representative

Appendix B

APPRENTICESHIP AGREEMENT

AND

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

Sierra Pacific Power (d/b/a NV Energy) Mechanic, Utility Fleet

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

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Program Registration and Apprenticeship Agreement



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

APPRENTICE REGISTRATION – SECTION II

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

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

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

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

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

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

1. Sponsor Program No.		2a. Occupation (The work processes listed in the standards are part of this agreement).		2b. Occupation Code: 0124CB	
Sponsor Name and Address (No. Street, City, County, State, Zip Code) Sierra Pacific Power Company (d/b/a NV Energy) 6100 Neil Road Reno, NV 89511		Mechanic, Fleet Utility		2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input checked="" type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid		4. Term (Hrs., Mos., Yrs.) 2,000		5. Probationary Period (Hrs., Mos., Yrs.) 500 hours	
6. Credit for Previous Experience (Hrs., Mos., Yrs.)		7. Term Remaining (Hrs., Mos., Yrs.)		8. Date Apprenticeship Begins	
9a. Related Instruction (Number of Hours Per Year) 144 minimum		9b. Apprentice Wages for Related Instruction <input checked="" type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid		9c. Related Training Instruction Source Truckee Meadows Community College	

10. Wages: (Instructions on reverse)										
10a. Pre-Apprenticeship Hourly Wage \$			10b. Apprentice's Entry Hourly Wage \$33.33			10c. Journeyworker's Hourly Wage \$39.41				
Check Box 10d. Term <input type="checkbox"/> Hrs., <input checked="" type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.	Period 1	2	3	4	5	6	7	8	9	10
	33.33	34.10	35.07	36.57						
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>	84%	86.5%	89%	92%						
11. Signature of Sponsor's Representative(s) (Labor Union) Date Signed						13. Name and Address of Sponsor Designee to Receive Complaints (If applicable) NV Energy Labor Relations 6100 Neil Road Reno, NV 89511 ATTN: Apprenticeship Council (L1245)				
12. Signature of Sponsor's Representative(s) (Employer) Date Signed										

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

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

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

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

Item 4.b. Definitions - Race:

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

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

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

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

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

Item 7b. Instructions:

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

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

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

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

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

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

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

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

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

Part B

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

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

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

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

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

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

Item 10. Wage Instructions:

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

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

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

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

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

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

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

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

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

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

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

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

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

Part C.

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

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

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

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



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

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

Sponsor Information

Sponsor:	Sierra Pacific Power (d/b/a NV Energy	Program #:	NV002700001
Address:	6100 Neil Road	Contact Name:	Labor Relations
City, State, Zip:	Reno, NV 89511	Phone:	775-834-5735

Apprentice Information

Full Name of Apprentice:	
Apprentice Registration Number:	
Occupation:	
Term:	Minimum of 2 Years
Registration Date:	
Date of Completion:	
Completion Wage:	Final Step of Apprentice: \$36.57; Journeyman Rate: \$39.41

Related Instruction Certification

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

Request for Certificate

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

Office of Apprentice use only:

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



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

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

Authentication of Requests for Certificate of Completion of Apprenticeship

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

General Guidance

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

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

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

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

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

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

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

Issuance of Replacement OA Certificate of Completion of Apprenticeship

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

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

Appendix C

Sierra Pacific Power (d/b/a NV Energy) Mechanic, Utility Fleet

AFFIRMATIVE ACTION PLAN

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

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

Richard J. Williams, Nevada State Apprenticeship Director

APPROVAL DATE: _____

REGISTRATION NUMBER: _____

SECTION I - INTRODUCTION

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

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

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

The sponsor commits to the following equal opportunity pledge:

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

SECTION III - ANALYSES AND GOALS

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

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

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

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

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

A. The sponsor will disseminate information concerning the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and its equal opportunity policy to the following:

- Registration Agency
- Women's centers
- Local schools
- Employment service offices
- Other outreach programs and community organizations, including those that can effectively reach minorities and women
- Newspapers, including those that are circulated in minority communities and among women
- Social media outlets (Facebook, Twitter, Instagram, LinkedIn, etc.)

1. ☐ Sponsors of programs accepting applications only at specified intervals must disseminate the above information at least 30 days in advance of the earliest date for application at each interval.
2. ☒ Sponsors of programs customarily receiving applications throughout the year must disseminate the above information regularly, not less than semiannually.

B. ☒ The sponsor will participate in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service, and other appropriate personnel with the apprenticeship program and current opportunities.

C. ☒ The sponsor will cooperate with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

D. ☒ The sponsor will communicate its equal opportunity policy internally in such a manner as to foster understanding, acceptance, and support of the policy among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid in meeting its obligation under 29 CFR § 30.

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

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

See Sierra Pacific Power (d/b/a NV Energy) Affirmative Action Plan provided to OWINN

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

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

SECTION VI - OFFICIAL ADOPTION OF AFFIRMATIVE ACTION PLAN

Sierra Pacific Power Company and Labor Union hereby officially adopt this Affirmative Action Plan on this 15th day of October, 2019.

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

Nanette Quitt

Date: 10/15/19

Signature of Sponsor (designee)

Nanette Quitt

Labor Relations Manager

Adam M. Weber

Date: 11/4/19

Signature of Sponsor (designee)

IBEW Local #1245 Business Representative

See NV Energy Affirmative Action Plan 2019-202 AAP For NV Energy Reno-Sparks Territory
provided to Office of Workforce Innovation (OWINN) as Exhibit and
<https://www.nvenergy.com/about-nvenergy/careers/eo-policy>

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

See NV Energy Affirmative Action Plan

A. SPONSOR INFORMATION

Program Number:			
Name of Sponsor:	Sierra Pacific Power (d/b/a NV Energy)		
Address:	6100 Neil Road		
City/State/Zip Code:	Reno, NV 89521		
Contact Person:	Nanette Quitt		
Phone Number:	775-834-4329	Fax Number:	
E-Mail Address:	laborrelations@nvenergy.com		

B. OCCUPATIONAL INFORMATION

Occupation Title:	Mechanic, Utility Fleet		
RAPIDS Code:	0124CB	O*NET-SOC Code:	49-3031.00
Type of Selection Method Used:	<input type="checkbox"/> Selection on basis of rank from pool of eligible applicants <input type="checkbox"/> Random selection from pool of eligible applicants <input checked="" type="checkbox"/> Selection from pool of current employees <input checked="" type="checkbox"/> Alternative selection		
Labor Market Area Description:	<input type="checkbox"/> State <input type="checkbox"/> SMA <input type="checkbox"/> County		

C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA

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

D. SPONSOR'S WORKFORCE DATA

D.1. Total Number of Journeyworkers Employed			
Number of women:		% of work force	
Number of minorities:		% of work force	
D.2. Total Percentage of Apprentices or of Applicant Pool (Depending on Selection Method Used)			
Percentage of women apprentices or			

women in applicant pool:		%
Percentage of minority apprentices or minorities in applicant pool:		%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

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

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority underutilization:		
Female underutilization:		

G. SPONSOR'S GOALS

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

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

H. REGISTRATION AGENCY APPROVAL

Nanette Quitt

Date: 10/15/19

Signature of Sponsor (designee)

Nanette Quitt

Labor Relations Manager

Adam M. Weber

Date: 11/4/19

Signature of Sponsor (designee)

IBEW Local #1245 Business Representative

Instructions for Completing This Worksheet

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

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

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

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

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

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

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

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

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

EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN (AAP)

for

**NV ENERGY
6226 W. Sahara Avenue
Las Vegas, NV 89146**

RENO-SPARKS TERRITORY

July 1, 2019 – June 30, 2020

Dun's #: 006910891

EIN (tax) #: 88-0420104

EEO-1 #: DC28821

PART I: AAP FOR MINORITIES AND WOMEN

PART II: AAP FOR PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES

AA/EEO Contact: Director, Employee Relations, Payroll & Staffing
NV Energy (MS#7)
NV ENERGY
6226 West Sahara Ave.
Las Vegas, Nevada 89146
702-402-5637

CONFIDENTIAL TRADE SECRET MATERIALS

(Not for distribution except on a need-to-know basis within NV ENERGY).

This AAP contains confidential information which is subject to the provisions of 18 U.S.C. 1905. Chrysler Corp. v. Brown, 441 U.S. 281, 19 FEP 475 (1979). Copies of this AAP and all related appendices, documents, and support data are made available on loan to the U.S. Government upon the request of said Government on the condition that the Government hold them totally confidential and not release copies to any persons whatsoever. This AAP and all its supporting documents contain much confidential information which may reveal, directly or indirectly, NV ENERGY's plans for business or geographical expansion or contraction. NV ENERGY considers this AAP to be exempt from disclosure, reproduction, and distribution under the Freedom of Information Act upon the grounds, among others, that such material constitutes (1) personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, which are exempt from disclosure under 5 U.S.C. 552(b)(6); (2) confidential, commercial, or financial information, which is exempt from disclosure under 5 U.S.C. 552(b)(4); (3) investigatory records compiled for law enforcement purposes, the production of which would constitute an unwarranted invasion of personal privacy, which are exempt from disclosure under 5 U.S.C. 552(b)(7)(C); and (4) matters specifically exempted from disclosure by statute, which are exempt from disclosure under 5 U.S.C. 552(b)(3). Notice is hereby given of a request pursuant to Title 41 Code of Federal Regulations, Part 60-60.4(d) that portions of this AAP be kept confidential.

NV ENERGY wishes to make it clear that it does not consent to the release of any information whatsoever contained in this AAP under the Freedom of Information Act or otherwise. If the U.S. Government, or any agency or subdivision thereof, is considering breaching the conditions under which this AAP was loaned to such Government, or is considering a request for release of this AAP under the Freedom of Information Act, a request is hereby made that the Government immediately notify the President and CEO of NV ENERGY of any and all Freedom of Information Act requests received by the Government or any other contemplated release of this AAP by the Government which relates to information obtained by the Government from the Company. We further request that everyone who has any contact with this AAP or its supporting data treat such information as totally confidential and that such information not be released to any person whatsoever. Retention or disclosure of information relating to identifiable individuals may also violate the Privacy Act of 1974.

NV ENERGY AAP FOR RENO-SPARKS TERRITORY

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INTRODUCTION TO PARTS I AND II

BACKGROUND

NV ENERGY is a privately owned company which supplies electricity to the state of Nevada.

NV ENERGY is a federal government supply and service contractor subject to the affirmative action requirements of Executive Order 11246, the Rehabilitation Act of 1973 as amended, and the Vietnam Veterans' Readjustment Assistance Act of 1974, Section 4212. Because NV ENERGY has \$50,000 or more in annual contracts with the federal government and employs 50 or more employees, we are required to prepare annual written Affirmative Action Plans (AAP's) for minorities and women, for protected veterans, and for individuals with disabilities for our organization. Failure to comply with these laws and their implementing regulations, which are enforced by the Office of Federal Contract Compliance Programs (OFCCP), can result in debarment of the Company from future contracts and subcontracts.

Affirmative action is a term that encompasses any measure adopted by an employer to correct or to compensate for past or present discrimination or to prevent discrimination from recurring in the future. Affirmative action goes beyond the simple termination of a discriminatory practice.

As stipulated in federal regulations, a prerequisite to the development of a satisfactory affirmative action plan is the evaluation of opportunities for protected group members, as well as an identification and analysis of problem areas inherent in their employment. Also, where a statistical analysis reveals a numeric disparity between incumbency (and/or hiring rates for veterans) and availability, an adequate AAP details specific affirmative action steps to guarantee equal employment opportunity. These steps are keyed to the problems and needs of protected group members. For minorities and women, such steps include the development of hiring and promotion goals to rectify the disparity between incumbency and availability. For protected veterans and individuals with disabilities, such steps will include a thorough review of the company's outreach efforts to determine the effectiveness of such efforts in closing the hiring and/or utilization gaps. It is toward this end that the following AAP of NV ENERGY was developed.

APPLICABLE AFFIRMATIVE ACTION LAWS AND REGULATIONS

NV ENERGY's AAP for minorities and women (Part I) has been prepared according to Executive Order No. 11246, as amended, and Title 41, Code of Federal Regulations, Part 60-1 (Equal Employment Opportunity Duties of Government Contractors), Part 60-2 (Affirmative Action Programs of Government Non-Construction Contractors; also known as "Revised Order No. 4"), and Part 60-20 (Sex Discrimination Guidelines for Government Contractors).

NV ENERGY has developed separately an affirmative action plan for protected veterans and individuals with disabilities (Part II) prepared in accordance with the Rehabilitation Act of 1973, Section 503, as amended and Title 41, Code of Federal Regulations, Part 60-741 (Affirmative Action Program for Individuals with Disabilities), the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Section 4212, as amended, and Title 41 Code of Federal Regulations, Part 60-300 (Affirmative Action Program for protected veterans).

The Jobs for Veterans Act (JFVA), Public Law 107-288, effective December 1, 2003, increased the threshold for coverage under 38 U.S.C. §4212 from \$25,000 to \$100,000; grants VEVRAA protection to those veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 Fed. Reg. 1209); changes the definition of "recently separated veteran" to include "any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty"; changes "Special Disabled Veterans" to "Disabled Veterans," expanding the coverage to conform to 38 U.S.C. § 4211 (3); and, following publication of the final regulations, requires contractors to post job listings with their local employment service delivery system.

PROTECTED GROUPS

Coverage under affirmative action laws and regulations applies to:

Women and minorities who are recognized as belonging to or identifying with the following race or ethnic groups: Blacks/African Americans, Hispanics/Latinos, Asians/Pacific Islanders, and American Indians/Alaskan Natives.

Any veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.

Recently separated veterans: any veteran currently within three-years of discharge or release from active duty.

Veterans who served on active duty in the U.S. military during a war or campaign or expedition for which a campaign badge is awarded.

Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

An individual with a disability: 1) a person who has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment, or (3) is regarded as having such an impairment.

PROGRAM TERMINOLOGY

The terms, "comparison of incumbency to availability," "deficiency," and "problem area," appearing in this AAP, are terms NV ENERGY is required by government regulations to use. The

criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance whatsoever. Although NV ENERGY will use the terms in total good faith in connection with its AAP, such use does not necessarily signify that the Company agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives.

The comparison of incumbency to availability contained herein is required by Government regulations to be based on certain statistical comparisons. Geographic areas and sources of statistics used herein for these comparisons were used in compliance with Government regulations, as interpreted by Government representatives. The use of certain geographic areas and sources of statistics does not indicate NV ENERGY's agreement that the geographic areas are appropriate in all instances of use or that the sources of statistics are the most relevant. The use of such geographic areas and statistics may have no significance outside the context of this AAP. Such statistics and geographic areas will be used, however, in total good faith with respect to this AAP.

The grouping of job titles into a given job group does not suggest that NV ENERGY believes the jobs so grouped are of comparable worth.

Whenever the term "goal" is used, it is expressly intended that it "should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin," as stated in Title 41 Code of Federal Regulations, Part 60-2.16(e)(2).

This AAP is not intended to create any contractual or other rights in any person or entity.

RELIANCE ON EEOC'S GUIDELINES

Although NV ENERGY does not believe any violation of Title VII of the Civil Rights Act exists, it has developed this AAP in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, Title 29 Code of Federal Regulations, Part 1608.

REPORTING PERIOD

This AAP is designed to cover the following reporting period,

- AAP implementation period: 7/1/2019 – 6/30/2020
- Transaction period: 7/1/2018 – 6/30/2019

STATEMENT OF PURPOSE FOR PARTS I AND II

This AAP has been designed to bring women and men, members of minority groups, protected veterans, and individuals with disabilities into all levels and segments of NV ENERGY's workforce in proportion to their representation in the qualified relevant labor market.

The AAP, therefore, is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through the equal treatment of all people.

The manner in which this is to be accomplished becomes technical and somewhat complicated. There are several reasons for this. First, NV ENERGY is subject to and must address a variety of State and Federal laws and guidelines dealing with equal employment opportunity and affirmative action. These guidelines and requirements are in themselves somewhat technical and complex. In addition, relevant court decisions, which are often useful in interpreting, but sometimes conflicting with these requirements and guidelines, must be taken into account when developing and implementing the AAP. Furthermore, in determining NV ENERGY's current equal employment opportunity and affirmative action position and its desired future achievements, numbers, percentages, statistics, and numerous calculations and computations must come into play.

The technical, legal, and mathematical aspects of the AAP, however, all have one common purpose—to allow us to properly identify three key concepts:

1. Where we stand now,
2. Where we must go,
3. How best to get there.

These three concepts are the Affirmative Action Plan.

NV ENERGY

RENO-SPARKS TERRITORY

PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN

FOR

JULY 1, 2019 – JUNE 30, 2020

PART I

AAP FOR MINORITIES AND WOMEN

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PART I: AAP FOR MINORITIES AND WOMEN

CHAPTER 1: ORGANIZATIONAL PROFILE

41 C.F.R. § 60-2.11

Workforce Analysis/Lines of Progression

NV ENERGY conducted a workforce analysis to identify employees at RENO-SPARKS TERRITORY by gender and race/ethnicity in each job title. The data was collected from payroll records dated JULY 1, 2019.

Job titles are listed by organizational unit. Job titles are listed from lowest to highest paid. The list includes all job titles, including departmental supervision, exempt, and nonexempt titles.

For each job title, NV ENERGY identified the total number of employees, the number of male and female employees, the total number of minority employees, the male and female minority employees, the total number of employees who are White, Black, Hispanic, Asian, American Indian or Alaskan Native employees, Native Hawaiian or Pacific Islander, and Two or More races, and the male and female employees within each of these race/ethnic groups.

Lines of Progression

Developed in conjunction with the workforce analysis is information on NV ENERGY's lines of progression. Lines of progression (career ladders/career paths) identify the job titles through which an employee can move to the top of a line. For each line of progression, applicable departments are identified. These are the departments which employ persons in the job titles in the specified line of progression. Some lines of progression are limited to only one department, while others are found throughout several departments.

The lines of progression provide useful information regarding patterns of vertical and horizontal movement throughout our workforce. These patterns will be evaluated to ascertain whether they provide to our employees the optimum career mobility and opportunities for advancement.

See the *Workforce Analysis/Lines of Progression* for the results per organizational unit.

CHAPTER 2: JOB GROUP ANALYSIS

41 C.F.R. § 60-2.12

Although the workforce analysis was conducted individually for every job title, after it was completed, job titles were grouped for the comparison of incumbency to availability and for setting goals. There were several reasons for grouping jobs.

Many job titles are so similar in content that handling them individually in the AAP is not necessary. Grouping together these very similar titles is appropriate for the comparison of incumbency to availability. For many job titles, the availability data that can be collected is limited, and the same data must be used for several related jobs. Therefore, grouping these related titles together is logical. Also, many job titles have so few incumbents in them that identifying disparities between incumbency and availability by job title is meaningless—as problem areas would be identified in terms of fractions of people. By grouping several similar titles and increasing the number of employees involved, a meaningful comparison can be conducted; any identified problem areas are more likely to be in terms of whole people. Consequently, goals established to correct problem areas are also more likely to be in terms of whole people.

The three reasons for grouping job titles all discuss "similar" or "related" jobs. That is the most critical guideline in creating job groups. Above all, the job titles placed into a job group must be more similar or related to each other than the job titles in other job groups.

Job groups must have enough incumbents to permit meaningful comparisons of incumbency to availability and goal setting. Ideally, if a job group is identified as containing a problem area, it should be large enough that a goal of a least one whole person can be established. No minimum size has been established for this purpose, however, since it is dependent not only on the size of the job group, but also on the size of the availability percentage and the number of minorities or women already employed in the job group.

It may not be possible for a smaller contractor's job groups to meet the guideline of not crossing EEO categories. While there are usually two or more job groups within each EEO-1 or EEO-6 category, for smaller contractors some or all of their job groups may correspond to EEO categories.

NV ENERGY did not combine job titles with different content, wages, or opportunities if doing so would have obscured problem areas (e.g., job groups which combine jobs in which minorities or women are concentrated with jobs in which they are underrepresented).

CHAPTER 3: PLACEMENT OF INCUMBENTS IN JOB GROUPS

41 C.F.R. § 60-2.13

Each job group appears on a Job Group Report with a job group name and number. The report lists each job title in the job group. For each job title, the worksheet provides the following information: EEO reporting category, job title, employee headcounts for each job title, and overall percentages by gender and race/ethnicity as of JULY 1, 2019.

See the ***Job Group Analysis*** for the listing of the job titles and the associated race and gender headcounts per job group.

CHAPTER 4: DETERMINING AVAILABILITY

41 C.F.R. § 60-2.14

"Availability" is an estimate of the proportion of each sex and race/ethnic group available and qualified for employment at NV ENERGY for a given job group in the relevant labor market during the life of the AAP. Availability indicates the approximate level at which each race/ethnic and sex group could reasonably be expected to be represented in a job group if NV ENERGY's employment decisions are being made without regard to gender, race, or ethnic origin. Availability estimates, therefore, are a way of translating equal employment opportunity into concrete numerical terms. Correct comparisons of incumbency to availability, worthwhile and attainable goals, and real increases in employment for problem groups depend on competent and accurate availability analyses. With valid availability data, we can compare the percentages of those who could reasonably be expected to be employed versus our current employment (from the workforce analysis), identify problem areas or areas of deficiency, and establish goals to correct the problems.

Steps in Comparison of Incumbency to Availability

Identify Availability Factors

The following availability factors are required of federal government contractors for consideration when developing availability estimates for each job group:

1. External Factor: The external requisite skills data comes from the 2010 Census of Population.
 - A. Local labor area: An Employee Zip Code Analysis was used to identify the most precise local labor area for NV ENERGY. The final local labor area met the following two (2) conditions: 1) it includes all counties/county sets where 5% or more of the employees/applicants resided, and 2) when summed, those counties/county sets accounted for at least 78% of the total applicants/employees within the at-issue workforce. Smaller contributing counties/county sets are removed (i.e., trimmed) unless they are necessary to reach 78%. Once trimmed, the weights for the remaining counties/county sets were proportionately increased to reach 100%.
 - B. Reasonable labor area: National

See the ***Zip Code Analysis*** report for the counties included in the local labor area.

Note: Zip code analysis results only apply to job groups where populated census data is available.

2. Internal Factor: The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. See the ***Internal Availability Analysis*** for more detail.

Assign Internal and External Factor Weights: Weights were assigned to each factor for each job group. A combination of historical data and experience were used to determine the weights. Weights were never assigned in an effort to hide or reduce problem areas.

Identify Final Availability: Weights were multiplied by the component-specific data to produce

weighted data for each component. Weighted data for each component was summed. This produced a final availability estimate for each sex and race/ethnic group, as well as for minorities in the aggregate.¹

See the *Availability Analysis* for the availability breakdown for each job group.

¹ In most cases, the final availability report (and most other technical reports in this AAP) only includes data/information for females and minorities in the aggregate.

CHAPTER 5: COMPARING INCUMBENCY TO AVAILABILITY

41 C.F.R. § 60-2.15

Once final availability estimates were made for each job group, NV ENERGY compared the percentage of incumbents in each job group to their corresponding availability. A comparison was made between the percentage employed as of JULY 1, 2019 and that group's final availability.

See the *Comparison of Incumbency to Availability* for the results per job group.

CHAPTER 6: PLACEMENT GOALS

41 C.F.R. § 60-2.16

NV ENERGY has established an annual percentage placement goal whenever it found that minority or female representation within a job group was less than would reasonably be expected given their availability. In each case, the goal was set at the availability figure derived for women and/or minorities, as appropriate for that job group. These goals take into account the availability of basically qualified persons in the relevant labor area. They also take into account anticipated employment opportunities with our organization. Goals are not rigid and inflexible quotas which must be met, but are instead targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire AAP work. These goals will be reached primarily through recruiting and advertising to increase the pool of qualified minority and female applicants and through implementation of our action-oriented programs (see Chapter 9). Selections will occur only from among qualified applicants. Goals do not require the hiring of a person when there are no vacancies or the hiring of a person who is less likely to do well on the job ("less qualified") over a person more likely to do well on the job ("better qualified"), under valid selection procedures. Goals do not require that NV ENERGY hire a specified number of minorities or women.

A goal is a guidepost against which NV ENERGY, a community group, or a compliance agency can measure progress in remedying identified deficiencies in NV ENERGY's workforce. By setting realistic goals, NV ENERGY should be able to meet the goals, assuming we conduct effective recruitment and advertising efforts to ensure an adequate pool of qualified minority and/or female applicants.

See the *Placement Goals* report for each job group and the *Goals Progress Report* for progress made since the previous AAP.

CHAPTER 7: DESIGNATION OF RESPONSIBILITY

41 C.F.R. § 60-2.17(a)

As part of its efforts to ensure equal employment opportunity to all individuals, NV ENERGY has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment system. To that end, the President and CEO, the Senior Vice President of Human Resources and Corporate Services, the Director, Employee Relations, Payroll and Staffing and those employed as supervisors and managers have undertaken the responsibilities described below.

President and CEO

The primary responsibility and accountability for advocacy and oversight of the AAP rests with the President and CEO. This person is responsible, through the Senior Vice President of Human Resources and Corporate Services, for adherence to NV ENERGY's policy of equal employment opportunity and affirmative action. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring NV ENERGY's AAP. Ensure that these personnel are identified in writing by name and job title.
2. Ensure that those designated personnel responsible for all AAP components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Impart the personal direction that ensures total involvement and commitment to affirmative action (AA) and equal employment opportunity (EEO) programs.

Senior Vice President of Human Resources and Corporate Services

The Senior Vice President of Human Resources & Corporate Services is responsible for overall supervision of the AAP. The Senior Vice President of Human Resources and Corporate Services ensures, through the Director, Employee Relations, Payroll and Staffing and department managers and supervisors that all relevant policies and procedures are adhered to. The Senior Vice President of Human Resources and Corporate Service's responsibilities include, but are not limited to, the following:

1. Ensure that NV ENERGY adheres to the stated policy of equal employment opportunity, and monitor the application of equal employment opportunity policies.
2. Ensure that the AAP is reviewed and updated annually in accordance with NV ENERGY's stated policy.
3. Authorize Human Resources to use various communication methods to convey and disperse AA/EEO information to Company leaders and employees.

4. Provide guidance to Company leaders in taking proper action to prevent employees from being harassed, discriminated, or retaliated against through effective training and communication.

Director, Employee Relations, Payroll and Staffing

The Director, Employee Relations, Payroll and Staffing is responsible for ensuring the directives of the President and CEO and Senior Vice President of Human Resources and Corporate Services are implemented. The Director, Employee Relations, Payroll and Staffing's duties include, but are not limited to, the following:

1. Provide direction to NV ENERGY's employees, as necessary, to carry out all actions required to meet the Company's equal employment opportunity and affirmative action commitments.
2. Review, report on, and update NV ENERGY's AAP at least on an annual basis in accordance with stated policy.
3. Responsible for the design and effective implementation of the AAP at all establishments including developing AA/EEO statements, action-orientated programs and internal and external communication techniques.
4. Ensure management is periodically updated on NV ENERGY's AA/EEO policies.
5. Assist in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.
6. Serve as the liaison between NV ENERGY and enforcement agencies.
7. Coordinate the effective implementation of all identified affirmative actions.
8. Ensure that all new employees receive access to NV ENERGY's Equal Employment Opportunity Discrimination and Harassment policy (which include information on AA)
9. Post the Equal Employment Opportunity Discrimination and Harassment policy on the Company intranet site and the external careers website which includes protection from harassment, discrimination, or retaliation on the basis of gender, race, color, national origin, etc.
10. Ensure that NV ENERGY'S EEO Reporting Form is properly completed and submitted annually.
11. Responsible for ensuring the Company's overall compliance with the AAP.

The Staffing, Compensation and Benefits, Employee Relations & HR Compliance departments

The Staffing, Compensation and Benefits, Employee Relations & HR Compliance departments are responsible for ensuring that Company staffing and compensation practices are applied equitably and fairly based on job related qualifications.

1. Review the qualifications of all applicants to ensure equitable opportunity, based on job-related employment practices, is given to all for transfers and promotions.
2. Ensure that all interviews, offers of employment and/or wage commitments are consistent with NV ENERGY'S guidelines and practice.
3. Work with minority and female recruiting sources, state employment offices, rehabilitation and service centers, advising these and all recruiting sources of NV ENERGY'S policies in equal employment.
4. Ensure that recruitment advertising is placed in minority and female-oriented publications or websites, as applicable.
5. Review all job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensure that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.
6. Ensure all required employment posters are displayed throughout company facilities and those advertising NV ENERGY's equal employment opportunity policies and AAP are displayed.

Managers and Supervisors

In their direct day-to-day contact with NV ENERGY's employees, managers and supervisors have certain responsibilities to help the Company ensure compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to, the following:

1. Maintain a work environment that is free from harassment, discrimination, and retaliation and follow-up on any reports of harassment, discrimination or retaliation.
2. Provide Equal Employment Opportunity for all qualified individuals and advocate the company's diversity efforts.
3. Complete training which includes information in regards to EEO, Harassment Prevention and Affirmative Action/Diversity.

CHAPTER 8: IDENTIFICATION OF PROBLEM AREAS

41 C.F.R. § 60-2.17(b)

Terminology

The phrases “comparison of incumbency to availability,” and “problem area” appearing in this chapter are terms NV ENERGY is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although NV ENERGY will use the terms in good faith in connection with its AAP, such use does not necessarily signify the company agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives. Whenever the term “goal” is used, it is expressly intended that it “should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin,” as stated in Title 41 Code of Federal Regulations, Part 60-2.16(e).

In addition to comparing incumbency to availability within job groups, NV ENERGY has conducted studies to identify problem areas in each of its selection procedures (i.e., hires, promotions, and terminations). NV ENERGY will monitor and update these studies each AAP year. In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs described in Chapter 9 of this AAP.

Goals are established within each of the job groups at no less than the current availability data for the job group.

41 C.F.R. § 60-2.17(b)(1): Workforce by Organizational Unit and Job Group

An analysis of minority and female distribution within each organizational unit was accomplished by a thorough investigation of the *Workforce analysis*.

An analysis of minority and female utilization within each job group was accomplished by a thorough investigation of the *Comparison of Incumbency to Availability* reports.

41 C.F.R. § 60-2.17(b)(2): Personnel Activity

Applicant flow, hires, promotions, and terminations were analyzed by job group. An analysis of selection disparities in personnel activity between men/women and whites/minorities was accomplished by a thorough examination of transaction data. See the *Summary of Personnel Transactions Report* for each job group.

41 C.F.R. § 60-2.17(b)(3): Compensation Systems

Compensation analyses were conducted by comparing the salaries for men v. women, and whites v. minorities in each job title.

CHAPTER 9: ACTION-ORIENTED PROGRAMS

41 C.F.R. § 60-2.17(c)

NV ENERGY tailors our action-oriented programs each year to ensure they are specific to the problem identified.

Action-Oriented Program:

The Action-Oriented Programs designed to address the underutilization of women and minorities are listed below. These Action-Oriented Programs will be carried-out throughout the AAP year. The Staffing Department will be responsible in ensuring that the following are implemented.

- Step 1 Analyze current external recruitment practices and identify deficiencies in attracting women and minorities in the initial applicant pool.
- Step 2 Based on the results of Step 1, the Company will take proactive Good Faith Efforts to attract women and minorities to improve deficiencies in the applicant pool.

Staffing Department:

- 1. NV ENERGY will continue to place advertisements on job opportunities through local job service offices. The local job service office will be notified concurrent with the placement of other ads.
- 2. Due to the extensive technical education and experience required for some positions, NV ENERGY will also continue to place job opportunity announcements on the company website, job posting boards, and with other recruiting sources.
- 3. Advertisements and other job postings will always carry the Equal Employment Opportunity clause.
- 4. Minority and female applicants will be considered for all positions for which they are qualified. Qualified internal applicants, including from other company affiliates may be considered over external applicants.
- 5. NV ENERGY will participate in a wide range of job fairs to attract diverse applicants if there are sufficient numbers of job openings to warrant participation.
- 6. NV ENERGY will continue to recruit at colleges and universities, such as, UNLV, UNR, etc.
- 7. The company will continue to make Good Faith Efforts to attract a diverse pool of applicants including student interns.
- 8. NV ENERGY will continue to publish recruiting brochures and other company literature where minority and female members of the workforce are included.

Job Specifications/Selection Process:

1. Develop position descriptions and job postings that accurately reflect position functions, and are similar for the same position from one location to another.
2. Develop job or worker specifications that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination. Develop specifications that are free from bias with regard to race, color, creed, religion, age, national origin, citizenship status, gender, gender identity, sex, sexual orientation, genetic information, physical or mental disability, disabled veteran, Vietnam era veteran status, marital status, other non-job related characteristics or any other category protected by U.S. federal, state or local law.
3. Approved position specifications and worker specifications will be made available to all members of management involved in the recruiting, screening, selection, and promotion process. Copies may also be made available to recruiting sources.
4. NV ENERGY will continue to use only worker specifications that include job-related criteria.
5. NV ENERGY will continue to communicate and educate employees and leaders on its employment, staffing and disciplinary related policies to eliminate bias in employment actions.
6. NV ENERGY will continue to offer periodic training to supervisors on affirmative action and/or the hiring and interviewing process.

Job Advancement:

1. NV ENERGY will continue to post or announce job opportunities in accordance with the Employment Policy.
2. NV ENERGY will continue to evaluate workforce skills to determine promotional and developmental opportunity.
3. NV Energy will continue to provide internal applicants advance opportunities before considering external applicants.
4. All employees are equally encouraged to participate in facilities and company-sponsored social and recreational activities and communities activities.
5. NV ENERGY will use our formal scorecard program for the evaluation of employee performance against individual, departmental and/or company scorecards. The scorecard program is a tool used by company leaders to formally document the performance of non-represented employees against a pre-approved scorecard; documentation occurs on a

quarterly basis. The scorecard process encourages employees and leaders to identify and work on developmental goals. Represented employees' performance is evaluated through an annual performance appraisal process.

6. NV ENERGY utilizes a formal recognition program to recognize service dates and accomplishments of individuals or teams of employees.
7. Tuition reimbursement is offered to all regular employees with at least six months of service who are interested in pursuing an undergraduate degree or an advance degree, with certain limitations.

CHAPTER 10: INTERNAL AUDIT AND REPORTING

41 C.F.R. § 60-2.17(d)

Inherent in the AAP is the need for periodic self-assessment of problems encountered, corrective action taken, and progress made. Self-evaluation requires complex record keeping systems on applicants, employees, and components of the AAP itself. Periodic reports from supervisors, department managers, the Staffing department, and other relevant persons are required.

The objective of all record keeping systems to be implemented is to assess the results of past actions, trends, the appropriateness of goals and objectives, the appropriateness and relevancy of identified solutions to problems, and the adequacy of the Plan as a whole. In addition, a further objective is to identify the proper corrective actions to be made to all components.

In order to fully achieve the objectives of such a record keeping system, the results of it must lead to follow-up through feedback to managers, supervisors, and staff, through reallocation of resources, through modifications to plans and the record keeping system itself, through appropriate recognition of personal achievements as well as punitive actions for discriminatory acts. For any identified deficiencies, appropriate corrective action will be identified and implemented.

The records that are maintained are the basis for updating the affirmative action plan, including revising the availability data and establishing annual numerical goals. The internal audit and reporting system is used as the basis for evaluating systemic, results-oriented programs and affirmative action efforts.

The NV ENERGY auditing and reporting system periodically measures the effectiveness of its total affirmative action program. The Staffing department, in coordination with the Compensation and Benefits and Employee Relations and Human Resources Compliance departments:

1. Monitors records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policy is carried out;
2. Monitors periodic reports of hiring and promotions of women and minorities;
3. Reviews report results with hiring managers, as applicable; and
4. Communicates program to company management.

NV ENERGY

RENO-SPARKS TERRITORY

**PART II: AFFIRMATIVE ACTION PLAN FOR PROTECTED VETERANS AND
INDIVIDUALS WITH DISABILITIES**

FOR

July 1, 2019 – June 30, 2020

PART II

AAP FOR PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES

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CHAPTER A: POLICY STATEMENT

41 C.F.R. §§ 60-300.44(a); 60-741.44(a)

Equal Employment Opportunity, Discrimination, Harassment and Affirmative Action Policy Statement

To: All Berkshire Hathaway Energy U.S. Employees

Berkshire Hathaway Energy and its subsidiaries and affiliates strive to provide and promote equal opportunity and nondiscriminatory treatment for all current and prospective employees as required by applicable federal, state and local laws and regulations. The company is strongly committed to making employment decisions based on valid requirements, without regard to race, color, religion or religious creed, age, national origin, ancestry, citizenship status (except as required by law), gender, gender identity, gender expression, sex, pregnancy, sexual orientation, genetic information, physical or mental disability, veteran or military status, marital status or any other status protected by applicable law. Where the law requires affirmative action programs, the company will strive to comply with the provisions of those laws.

Company policy regarding equal employment opportunity, discrimination and harassment is established to communicate the company's intent to maintain a work environment that fosters respect for diversity and fairness. The company believes in both the actual requirements and the spirit of equal opportunity laws and regulations. To that end, unlawful acts of discrimination, harassment or other illegal conduct will not be tolerated. It is the responsibility of all employees to ensure that the concepts of equal employment opportunity and nondiscrimination are understood and followed by everyone. An employee who believes he or she has been subjected to or exposed to any workplace discrimination or harassment should report the situation to his or her immediate supervisor, human resources or the vice president of safety, employee and labor relations.

Recognizing and utilizing the diversity among our employees and within the communities where we do business is vital to accomplishing our goals. All employees at Berkshire Hathaway Energy, its subsidiaries and affiliates are asked to support a work environment in which individuals of all ages, races, abilities, orientations and backgrounds are treated with respect. Our employees are our greatest asset. We must continue to value the diversity among us as our company grows throughout the world. I fully support our affirmative action programs, and I am committed to the implementation of the company's equal employment opportunity and affirmative action policies.

William Fehrman

President and CEO – Berkshire Hathaway Energy

CHAPTER B: REVIEW OF PERSONNEL PROCESSES

41 C.F.R. §§ 60-300.44(b); 60-741.44(b)

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all known protected veterans and employees and applicants with disabilities, reviews are periodically made of the Company's examination and selection methods to identify barriers to employment, training, and promotion.

1. NV ENERGY will annually conduct a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of 1) known protected veteran applicants and employees; and 2) applicants and employees with disabilities for job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available. In order to determine whether an individual is qualified for a particular job, a close examination of the content of the job is made, as well as a review of the job qualifications of known protected veterans and individuals with disabilities, both applicants and employees. In determining the qualifications of a protected veteran, consideration is given only to that portion of the military record, including discharge papers, relevant to the job qualifications for which the veteran is being considered.
2. The company ensures that its personnel processes do not stereotype individuals with disabilities or protected veterans in a manner which limits their access to jobs for which they are qualified.
3. The company ensures that applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communication technologies.
4. The company provides reasonable accommodations, unless such accommodations will cause undue hardship to the company, to applicants and employees with disabilities to ensure that equal employment opportunity are extended in the operation of its personnel processes.
5. The company ensures that information and communications systems are accessible to all employees and applicants with disabilities.

CHAPTER C: PHYSICAL AND MENTAL QUALIFICATIONS
41 C.F.R. §§ 60-300.44(c); 60-741.44(c)

To ensure that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known protected veterans and employees and applicants with qualified disabilities, reviews are periodically made of the Company's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

The Company's physical and mental job requirements are reviewed to determine whether or not they are job-related and consistent with business necessity and safe performance on the job as new job classification requirements are established and/or when new equipment is installed.

Schedule for Review: Any previously reviewed classification will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc. as new job classification requirements are established and/or when new equipment is installed.)

CHAPTER D: REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS

41 C.F.R §§ 60-300.44(d); 60-741.44(d)

NV ENERGY will make every effort to provide reasonable accommodation to known physical and mental impairments of a qualified employee or applicant with a disability or for disabled veterans, unless the accommodation would impose an undue hardship on the operation of business. Reasonable accommodation is any modification or adjustment to a job, the work environment, or usual procedures that enables an employee or applicant to perform the essential functions of a job and to enjoy equal benefits and privileges of employment.

If an applicant or employee, including disabled veterans, needs a reasonable accommodation, he or she should contact the human resources department at NV ENERGY. Upon notice of a request for an accommodation, NV ENERGY will engage in the interactive process under the Americans with Disabilities Act to determine if whether he or she is able to perform the essential functions of the job with or without a reasonable accommodation.

Applicants needing a reasonable accommodation should contact the Director, Employee Relations, Payroll & Staffing at (702) 402-5735.

Employees needing a reasonable accommodation should contact their Human Resources Business Partner at (702) 402-1572.

CHAPTER E: HARASSMENT
41 C.F.R. §§ 60-300.44(e); 60-741.44(e)

NV ENERGY has developed and implemented a set of procedures to ensure that its employees with disabilities and protected veterans are not harassed due to those conditions. A copy of the Equal Employment Opportunity Discrimination and Harassment policy, which prohibits harassment of individuals with disabilities or protected veterans is available electronically to new as well as to current employees. In addition, a new Diversity and Inclusion policy has been disseminated to all employees.

CHAPTER F: EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT

41 C.F.R. §§ 60-300.44(f); 60-741.44(f)

Based upon the Company's review of its personnel policies as described in Chapter B, the following activities will be implemented or continued to further enhance our affirmative action efforts. All activities are the responsibility of the Staffing and Compensation and Benefits departments.

1. Initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for protected veterans and individuals with disabilities.
2. Inform all recruiting sources, in writing, of the Company's affirmative action policy for protected veterans and individuals with disabilities.
3. List with the State Employment Development Department all suitable job openings.

The exemptions for posting jobs are when positions are,

- (1) executive and top management positions,
- (2) positions that will be filled from within the contractor's organization,
- (3) and positions lasting three days or less.

This is an on-going activity. A listing of job opportunities reported to the local State Employment Service Delivery System is always kept current.

4. The Company's affirmative action clause will be included in all contract/service agreement with subcontractors, vendors, and suppliers requesting appropriate action on their part. This includes their obligation to annually file their EEO Reporting form and VETS-100/VETS-100a form and, for employers with 50 or more employees and contracts of \$50,000 or more, their obligation to develop a written affirmative action plan.
5. Participate in veterans "job fairs" and promote available opportunities.

CHAPTER G: INTERNAL DISSEMINATION OF POLICY
41 C.F.R. §§ 60-300.44(g); 60-741.44(g)

In order to gain positive support and understanding for the affirmative action program for protected veterans and individuals with disabilities NV ENERGY will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of the Staffing department. The following policies and procedures are designed to foster support and understanding from NV ENERGY's executive staff, management, supervisors, and other employees in an effort to encourage all employees to take the necessary actions to aid NV ENERGY in meeting its obligations.

1. Include the Affirmative Action and Equal Employment Opportunity policy on the Company's intranet and the external careers website to ensure communication to new and current employees.
2. Review the Affirmative Action and Equal Employment Opportunity policy in employee onboarding or orientation.
3. Inform union officials of the company's policy, and request their cooperation.
4. Include non-discrimination clauses in all union agreements, and review all contractual provisions to ensure they are non-discriminatory.
5. Post the Affirmative Action and Equal Employment Opportunity policy on the Company intranet site, bulletin boards, and newsletters along with the Company's harassment policy which includes protection from harassment on the basis of disability.
6. Periodically train Company leaders on Affirmative Action, Diversity/Equal Employment Opportunity, Harassment Prevention.
7. Periodically require that employees read and certify on all human resources policies including equal employment opportunity.

CHAPTER H: AUDIT AND REPORTING SYSTEM
41 C.F.R. §§ 60-300.44(h); 60-741.44(h)

NV ENERGY has developed and currently implements an audit and reporting system that addresses the following:

1. Measures the effectiveness of NV ENERGY's overall affirmative action program and whether the company is in compliance with specific obligations.
2. Indicates the need for remedial action.
3. Measures the degree to which NV ENERGY's objectives are being met.

CHAPTER I: RESPONSIBILITY FOR IMPLEMENTATION

41 C.F.R. §§ 60-300.44(i); 60-741.44(i)

As part of its efforts to ensure equal employment opportunity to protected veterans and individuals with disabilities, NV ENERGY has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment system. To that end, the President and CEO, Senior Vice President of Human Resources and Corporate Services, Staffing department, and those employed as supervisors and managers have undertaken the responsibilities described below.

President and CEO

The President and CEO is responsible for providing top management support for the Company's AAP. The Chairman, President, and CEO issues a memo annually to reaffirm the Company's Equal Employment Opportunity Policy and to make known to all employees and applicants the commitment of Senior Management to EEO and affirmative action. Additional responsibilities include, but are not limited to:

1. Designating appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring the Company's AAP.
2. Ensuring that designated personnel responsible for all AAP components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Imparting the personal direction that ensures total involvement and commitment to equal employment opportunity programs through NV ENERGY's AAP.

Senior Vice President of Human Resources and Corporate Services

The Senior Vice President of Human Resources and Corporate Services is responsible for overall supervision of the AAP. The Senior Vice President of Human Resources and Corporate Services ensures, through the Staffing department and department managers and supervisors that all relevant policies and procedures are adhered to. The Senior Vice President of Human Resources and Corporate Service's responsibilities include, but are not limited to, the following:

1. Ensuring that the AAP is reviewed and updated annually in accordance with NV ENERGY'S stated policy.
2. Providing guidance to managers and supervisors in taking proper action to prevent employees from being harassed through effective training and communication.
3. Ensure that NV ENERGY adheres to the stated policy of equal employment opportunity, and monitor the application of equal employment opportunity policies.
4. Providing guidance and direction to the Director of Employee Relations, Payroll &

Staffing.

Director of Employee Relations, Payroll & Staffing

The Director of Employee Relations, Payroll & Staffing is responsible for ensuring that the directives of the President and CEO and Senior Vice President of Human Resources and Corporate Services are implemented. The Director of Employee Relations, Payroll, & Staffing's responsibilities include, but are not limited to, the following:

1. Provides direction to the Company's employees, as necessary, to carry out all actions required to meet the Company's equal employment opportunity and affirmative action commitments.
2. Responsible for the design and effective implementation of the AAP
 - a) Identify problem areas and establish procedures, goals, and objectives to solve these problems.
 - b) Develop statements, action-oriented programs, internal and external communication techniques.
3. Develop, implement, and maintain audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will
 - a) Indicate need for remedial action,
 - b) Determine degree to which goals and objectives have been obtained through Good Faith Efforts.
4. Advises management in the modification and development of the Company's policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.
5. NV ENERGY conducts periodic audits to ensure that all required posters and the equal employment opportunity policies and AAP are displayed properly. NV ENERGY also conducts audits to ensure that the Invitation to Self-Identify (pre and post offer) for protected veterans and individuals with disabilities, the Company's equal employment opportunity, and AAP policies are being utilized appropriately and thoroughly communicated.
6. Ensures that employees are re-surveyed regarding their disability status every five (5) years and send out reminders to employees, at least once during the five (5) year intervals, that they may voluntarily update their disability status at any time.
7. Serves as the liaison between NV ENERGY and enforcement agencies.

8. Serves as the liaison between NV ENERGY and organizations and community action groups for protected veterans and individuals with disabilities.
9. Reviews, reports on, and updates the AAP annually in accordance with stated policy.
10. Works closely with the Compensation, Employee Relations & HR Compliance departments and department managers and supervisors in coordinating the effective implementation of all identified affirmative actions.
11. Assists in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.
12. Responsible for ensuring overall the Company's compliance with the AAP.
13. Reviews, reports on, and updates NV ENERGY'S AAP at least on an annual basis in accordance with stated policy.

Staffing, Compensation and Benefits, and Employee Relations & HR Compliance departments

The Staffing, Benefits & Compensation, and Employee Relations & HR Compliance departments are responsible for ensuring that Company staffing and compensation practices are applied equitably and fairly based on job related qualifications.

1. Review the qualifications of all applicants to ensure equitable opportunity, based on job related employment practices, is given to all employment decisions.
2. Ensure that all interviews, offers of employment and/or wage commitments are consistent with NV ENERGY'S guidelines and practice.
3. Work closely with special disabled veterans, other veterans and person with disabilities recruiting sources, state employment offices, rehabilitation and service centers, advising these and all recruiting sources of NV ENERGY'S policies in equal employment.
4. Ensure that recruitment advertising is placed in special disabled veterans, other veterans and person with disabilities-oriented publications as applicable.
5. Review all job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensure that all requirements are job related, that they are realistic, and that they reflect actual work requirements of the essential job duties.

Managers and Supervisors

In their direct day-to-day contact with the Company's employees, managers and supervisors have assumed certain responsibilities to help NV ENERGY ensure compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to the following:

1. Maintain a work environment that is free from harassment and discrimination.
2. Provide equal employment opportunity for all qualified individuals and promote the benefit of company diversity efforts.
3. Complete training which includes information in regard to EEO and Harassment Prevention.

CHAPTER J: TRAINING
41 C.F.R. §§ 60-300.44(j); 60-741.44(j)

NV ENERGY trains all employees involved in any way with the recruitment, selection, promotion, disciplinary actions, training, and related processes of individuals with disabilities or protected veterans to ensure commitment to the company's stated affirmative action goals.

CHAPTER K: DATA COLLECTION ANALYSIS
41 C.F.R. §§ 60-300.44(k); 60-741.44(k)

NV ENERGY has adopted the current national percentage of veterans in the civilian labor force of 5.9% as its hiring benchmark for protected veterans. NV ENERGY will update its hiring benchmark as new data is published and updated via the OFCCP's website. The 5.9% hiring benchmark is applied to each job group within NV ENERGY.

NV ENERGY also adopted the current national utilization goal of 7.0% for qualified individuals with disabilities. NV ENERGY will update its utilization goal as new data becomes available, updated and published. The 7.0% utilization goal is applied to each job group within NV ENERGY.

Goals and/or benchmarks do not require that NV ENERGY hire, promote, train, and/or retain a specified number of individuals with disabilities and/or protected veterans. These goals/benchmarks are not rigid and inflexible quotas which must be met, but are instead targets reasonably by means of applying every good faith effort to make all aspects of the entire AAP work. A goal is a guidepost against which NV ENERGY, a community group, or a compliance agency can measure progress in remedying identified deficiencies in NV ENERGY's workforce.

NV ENERGY has collected the required data and conducted studies to identify areas of opportunities in the employment of protected veterans and individuals with disabilities. NV ENERGY will continue to monitor and update these studies periodically during each AAP year. In each case where the hiring benchmark for protected veterans and/or the utilization goal for individuals with disabilities are not met, affirmative actions, as appropriate, will be taken consistent with the activities mentioned in Chapter F (External Dissemination of Policy and Outreach and Positive Recruitment) and measures described in Chapter H (Internal Audit and Reporting) of this AAP.

See the *Hiring Benchmark and Utilization Goals Analyses*.

CHAPTER L: COMPENSATION
41 C.F.R. §§ 60-300.21(i); 60-741.21(i)

It is the policy of NV ENERGY that when offering employment or promotion to protected veterans or individuals with disabilities, the amount of compensation offered will not be reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source.

Appendix D

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

**Sierra Pacific Power (d/b/a NV Energy)
Mechanic, Utility Fleet**

O*NET-SOC CODE: 49-3031.00 RAPIDS CODE: 0124CB

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

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

Richard J. Williams, Nevada State Apprenticeship Director

APPROVAL DATE: _____

REGISTRATION NUMBER: _____

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

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SECTION I - MINIMUM QUALIFICATIONS

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

A. Age **18**

Minimum age qualification required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 16 years.

B. Education

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

C. Physical

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

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

D. Aptitude Test

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

E. Others

As appropriate.

SECTION II - APPLICATION PROCEDURES

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

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

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

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

SECTION III - SELECTION PROCEDURES (EXAMPLES)

Sponsor must select one (1) of the following:

1. ☒ ***Alternative selection methods***

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

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

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

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

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

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

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

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

Employer must attach an outline of their in-house selection process with their Employer Acceptance Agreement.

SECTION IV - DIRECT ENTRY

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

Sponsor must select the one's they will use

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

B. ☐ A youth who has completed a YouthBuild training program in any occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement.

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

- C. ☐ A military veteran who is registered with the Helmets to Hardhats program or has completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the specific industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- D. ☐ A former inmate of the U.S. Department of Justice Bureau of Prisons (BOP) who has participated in or successfully completed a specific BOP apprenticeship program may be given direct entry into the apprenticeship program. Sponsors agreeing to admit such individuals into apprenticeship must do so without regard to present minimum qualifications, eligibility lists, or scores on written apprenticeship entrance tests. Entry into the program by this method shall be done without regard to race, color, religion, national origin, or sex. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information or because they are an individual with a disability or a person 40 years old or older. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- E. ☐ A senior citizen who has completed a Senior Community Service Employment Program (SCSEP) pre-apprenticeship training program in any health care occupation covered in these standards and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program, or if no apprentice opening is available, the SCSEP graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the SCSEP training received to grant appropriate credit on the term of apprenticeship. Entry of SCSEP graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program for the health care industry.)***
- F. ☐ An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program,

such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

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

SECTION V - COMPLAINT PROCEDURE

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

SECTION VI - MAINTENANCE OF APPLICATION AND SELECTION RECORDS

The sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the U.S. Department of Labor.

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

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

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

SECTION VII - OFFICIAL ADOPTION OF SELECTION PROCEDURES

Sierra Pacific Power (d/b/a/ NV Energy) and IBEW Local #1245, hereby adopts these Qualifications and Selection Procedures on this 15th day of October, 2019.

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

Nanette Quitt

Date: 10/15/19

Signature of Sponsor (designee)

Nanette Quitt

Labor Relations Manager

Adam M. Weber

Date: 11/4/19

Signature of Sponsor (designee)

IBEW Local #1245 Business Representative

