

STANDARDS OF APPRENTICESHIP

DEVELOPED BY

LABORERS' TRAINING FUND FOR NORTHERN NEVADA
570 REACTOR WAY
RENO, NV 89502
(775) 856-3660

FOR

CONSTRUCTION CRAFT LABORER

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APPROVED BY
THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION AND
THE NEVADA STATE APPRENTICESHIP COUNCIL

Richard J. Williams, Nevada State Apprenticeship Director

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FOREWORD

The Laborers' Training Fund for Northern Nevada recognizes the need for continuous training to maintain the high levels of skill and competence demanded for Construction Craft Laborers' in the industry, to provide adequate numbers of skilled workers, and to ensure public satisfaction and provide for the growth and progress of the construction industry within Northern Nevada and the Nation.

Experience has demonstrated that the only practical and sound method of preparing workers for skilled occupations is through planned training, providing for employment and training under actual job conditions by skilled workers and at wages that are commensurate with the apprentice's skill. In addition, the apprentice's knowledge and understanding of the trade is broadened through participation in approved courses of related and supplemental training.

Further, recognizing that the responsibility for training rests with those in the industry, who are users of those skills, the Laborers' Training Fund for Northern Nevada has formulated and adopted these apprenticeship standards for the training of apprentice Construction Craft Laborers in the industry.

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I. DEFINITIONS

As herein referred to:

- A. Apprentice: Shall mean a person who is covered by a written agreement, issued pursuant to a program with an employer, or with an association of employers or an organization of employees acting as agent for an employer (NRS 610.010).
- B. Apprenticeship Agreement: This term, which is synonymous with the word “indenture” as sometimes used, means the written and signed agreement of indenture between the Apprentice and the Committee stating the responsibilities and obligations of the parties thereto in connection with the Apprentice’s employment and training under these Standards.
- C. Certificate of Completion of Apprenticeship: The Certificate of Completion of Apprenticeship issued by the Office of Workforce Innovation for the New Nevada (OWINN) or its successor to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.
- D. Collective Bargaining Agreement: Means any agreement entered into by the union with any employer that provides for payments by the employer into the Laborers’ Training Fund for Northern Nevada.
- E. Construction Craft Laborer: A craft worker in the construction industry that performs a wide range of work processes and tasks necessary for the efficient completion of the construction work being performed. This work includes (but is not limited to) building and highway construction, remodel, repair, and renovation, all phases of concrete construction, masonry construction, pipelines, tunnel and shaft excavation, landscaping, hazardous waste and environmental remediation, and demolition.
- F. Committee: Means the Laborers’ Training Fund for Northern Nevada Joint Apprenticeship and Training Committee (the Committee or JATC) responsible for operating the program as described in Section II of these standards.
- G. Designated Representative: The person designated by the JATC to perform certain clerical and ministerial duties to implement these standards of apprenticeship.
- H. Electronic Media: Media that utilizes electronic or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

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- I. Employer: Means any contractor bound to a collective bargaining agreement with the union and approved by the signatory parties to these standards.
 - J. Job Corps Centers: Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico.
 - K. Journeyman: Means a qualified craft worker in the skilled trade classification covered in these Standards.
 - L. O*NET SOC Code: The Occupational Information Network (O*NET) codes and titles are based on the 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.
 - M. On-the-job learning (OJL): Tasks learned on the job performing Construction Craft Laborer's work in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured supervised work experience.
 - N. Program 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 sponsors, for purposes of these standards, means Laborers' Local 169 and the Nevada-AGC. The Laborers' Training Fund for Northern Nevada JATC will act on their behalf for the purposes of implementing these standards.
 - O. Registered Apprenticeship Partners Information Data System (RAPIDS): The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices.
 - P. Registration Agency: Shall mean the Office of Workforce Innovation for the New Nevada.
 - Q. Related Instruction: An organized and systematic form of instruction designed to provide the apprentice with the 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.
 - R. Standards: Means this entire document, including appendices.
 - S. Supervisor of Apprentices: An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

- T. Union: Means Laborers International Union of North America Local 169, Reno, NV signatory to these standards.
- U. YouthBuild USA: YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-25 work toward their GED or high school diploma, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society.

II. JOINT APPRENTICESHIP AND TRAINING COMMITTEE

- A. Authority and Scope: There is hereby established a Joint Apprenticeship and Training Committee which shall establish and administer rules and procedures governing the selection, training and transfer of apprentices, and for the training of journeyman and others.

The work processes and tasks considered to be a part of the work processes of the CCL Apprentice for the purposes of these standards are described in Appendix A (Schedule of Work Experience); work covered under a construction industry collective bargaining agreement with the Union; and work traditionally performed under the jurisdiction of the Laborers International Union of North America.

The geographic area covered by these standards shall be the area as set forth in the collective bargaining agreement.

- B. Composition:
 - 1. The Committee shall be composed of not less than three (3) members representing the Employers and three (3) members representing the Union, selected as provided by the groups they represent.
 - 2. The Employers and the Union shall at all times be equally represented on this Committee, and members named to fill any vacancy shall be selected in the same manner as the original selection.
 - 3. In the event of a tie vote, request for a resolution shall be referred to the secretary of the State Apprenticeship Council- the State Apprenticeship Director for consideration.
 - 4. Members may be selected to succeed themselves and may be removed for cause and replaced by the organizations they represent.

C. Procedures:

1. The Committee shall elect from its members a Chairperson and a Secretary who shall retain right of vote on all matters. When the Chairperson is an Employer representative, the Secretary shall be a Union member and vice versa.
2. A quorum at meetings shall consist of at least one (1) member representing the employers and one (1) member representing the union. Each group shall have a total vote equal to their total number of designated Committee members.
3. The Committee shall schedule meetings as necessary.
4. The Committee shall establish such other rules and regulations governing the administration of this program as it finds necessary and shall be responsible for the interpretation and enforcement of these standards. All actions must show in the minutes and be submitted to the sponsoring organizations on matters affecting the collective bargaining agreement.
5. The Committee Chairperson will be charged with establishing a regular order of business and with conducting meetings in a businesslike manner. The Chairperson may also name regular or special committees to handle particular assignments.
6. The Committee Secretary, or designee, shall be responsible for keeping minutes of all meetings, apprentice files, the registration of apprenticeship agreements, and all other records and reports of the Committee.
7. The name, address, social security number, veteran or non-veteran status of all apprentices, and all apprentice cancellations, terminations, suspensions and completions shall be reported to OWINN.

D. Duties:

1. To conduct surveys and studies to determine industry training needs and skill requirements, and to develop other data essential to establishing adequate and effective plans and programs of training.
2. To periodically review these Standards and keep them consistent with National Standards and changes within the industry.

3. To establish minimum qualifications for apprentice applicants within the area covered by these Standards and to devise a system of apprentice selection that will assure the industry of competent workers and all candidates of equal opportunity.
4. To indenture, under a written agreement, all apprentices accepted for training under the provisions of these Standards.
5. To determine the kind and amount of on-the-job training and experience to be required of apprentices and to arrange for such experience and training.
6. To determine the kind and amount of supplemental related instruction to be required of apprentices and to arrange for such instruction to be provided. (Minimum of 150 hours per year recommended.)
7. To determine the adequacy of employers to provide adequate and reasonably continuous job training and supervision for apprentices and to regulate the number of apprentices to be allowed an employer within the established ratio of apprentices to journeymen.
8. 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. Records shall be maintained for not less than five (5) years.
9. To adjust such differences as may arise between the parties of an Apprenticeship Agreement as may come within the scope of these Standards.
10. To determine when apprentices have satisfactorily met all requirements of their apprenticeship, to recommend their acceptance as Journeymen, and to obtain and award an appropriate "Certificate of Completion of Apprenticeship" to those satisfactorily completing all requirements of their Apprenticeship Agreement.
11. To register all Apprenticeship Agreements with the Nevada State Apprenticeship Council and/or OWINN within 10 days of signature and notify the Registration Agency of all subsequent apprentice actions taken by the Committee affecting these agreements, such as suspensions, cancellations and completions of apprenticeship.
12. In general, to be responsible for the successful operation of this Apprenticeship and Training Program through appropriate administration and supervision of all phases of training, cooperation with national and state organizations in programs and activities for the improvement of apprentice and journeyman training and appropriate public information.
13. To provide adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on-the-job and in related instruction training

that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, as amended by Public Law 101-552, Section 3101, November 5, 1990, as amended by Public Law 105-198, July 16, 1998, as amended by Public Law 105-241, September 29, 1998, or State Standards that have been found to be at least as effective as the Federal Standards.

III. QUALIFICATIONS FOR AND SELECTION – OF APPRENTICES

A. Qualifications

1. Must be at least 18 years of age.
2. Must be physically able to perform the work of the trade, with or without reasonable accommodations, and without posing a direct threat to the health and safety of the individual or others.
3. Must be legally residing in the United States, genuinely interested in learning the trade, and willing to comply with all terms and conditions of these Standards.

B. Procedures

1. The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, sex (including pregnancy and gender identity), genetic information, sexual orientation, age, disability, or national origin. The 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, and equal employment opportunity regulations of the State of Nevada.
2. All records relating to the recruitment, application, selection and employment of apprentices, as required by the Registration Agency, including identification of minority participants shall be maintained for a period of five (5) years and made available to authorized representatives upon request.
3. All apprentices shall be recruited and selected in accordance with the plans and procedures attached to and made part of these standards and identified as Appendix D.

IV. RESPONSIBILITIES OF APPRENTICES

The Committee shall impress upon all indentured/registered apprentices, that in signing the apprentice agreement they have voluntarily agreed to abide by the provisions of these Apprenticeship Standards, and the Committee shall inform the apprentices of their responsibilities and obligations under the apprenticeship system:

- A. To diligently and faithfully perform the work of the occupation and other pertinent duties, as assigned by the Employer and committee in accordance with the provisions of the Standards.
- B. To respect the property of the Employer and abide by the working rules and regulations of the employer, the union, and the Nevada State Apprenticeship Council.
- C. To regularly attend and satisfactorily complete the required related instruction as provided.
- D. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety as well as that of their fellow workers.
- E. To cooperate in and successfully pass any required drug test and remain drug free at all times while at work and in related training.
- F. To abide by the procedures and policies as established by the Committee.
- G. To conduct themselves at all times in a lawful, honest, and professional manner realizing that much time, money and effort will be spent in affording them an opportunity to become skilled craft-workers.
- H. To provide their own transportation and be prepared to travel to work anywhere in the area covered in the collective bargaining agreement. Apprentices must also provide basic tools including measuring tape; hammer; work boots; and work gloves.
- I. An apprentice may be required to pay for books, tools and any license required.

V. APPRENTICESHIP AGREEMENT

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

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

- B. The Apprenticeship Agreement shall contain a statement making the terms and conditions of these Apprenticeship Standards a part of the agreement. For this reason, every apprentice applicant must acknowledge that they have read these Standards before signing the agreement.

- C. Each Apprenticeship Agreement will be registered with OWINN within 10 days following registration, with a sufficient number of copies so that a copy may be furnished to the following:
1. The Committee
 2. The Apprentice
 3. OWINN
 4. The Department of Veterans Affairs, if a veteran

VI. CREDIT FOR PREVIOUS EXPERIENCE

- A. All applicants shall undergo the selection procedure described in Appendix D of these Standards. Those requesting credit for previous experience and training, outside the supervision of this Committee, must submit their request before the end of the probationary period, and furnish such records, affidavits, and other bona fide evidence as the Committee may require to substantiate their claims.
- B. They shall undergo the regular probationary period and requests for credit will be evaluated and a determination made for requests that are made on or before the end of the probationary period when the reports covering actual on-the-job performance have been evaluated.
- C. After its evaluation, the Committee may grant such credit on the term of apprenticeship as their evaluation may justify.
- D. Apprentices who are granted credit shall be advanced to the wage rate for the period to which such credit advances them.
- E. Previous credit may be granted at a later time to military reservists who are activated to active duty for more than 60 days and who can provide documentation stating the length and type of training and or assignment that is directly related to the trade.

VII. PROBATIONARY PERIOD

The probationary period for apprentices shall be the first 1000 hours of the term of the apprenticeship under the supervision of this Committee or one year from the date of registration, whichever is shorter. Apprenticeship agreements can be canceled by either party without stated cause during this time.

After the probationary period, the Agreement may be canceled at the request of the Apprentice, in writing, or may be suspended, canceled or terminated by the Committee for good cause with due notice to the Apprentice, and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Nevada State Apprenticeship Council, via the Registration Agency.

VIII. TERM OF APPRENTICESHIP

The term of apprenticeship shall be a period of 4000 hours of reasonably continuous employment and training on the job, supplemented by the required hours of related technical instruction.

IX. SUPPLEMENTAL RELATED INSTRUCTION

- A. The Committee shall regularly schedule courses of instruction in subjects related to the trade. It is recommended that each apprentice attend at least 150 hours of such instruction each year. Apprentices will be required to satisfactorily complete at least 300 hours of related instruction.
- B. Failure by apprentices to fulfill their obligations as to related instruction attendance and progress shall constitute just cause for disciplinary action by the Committee. Therefore, if apprentices are unable to attend sessions due to illness or other just cause, they shall be expected to obtain an official excuse from the Committee or its designated representative.
- C. Hours spent in related instruction are not required to be compensated and shall not be counted towards on-the-job training hours.

X. ON-THE-JOB TRAINING AND EXPERIENCE

- A. Under the supervision of a qualified journeyman or supervisor, each apprentice shall be given such practical experience and training in the various branches and job processes of the trade as is necessary to develop a proficient and skilled journeyman. The schedule of work experience to be received is set forth in Appendix A of these standards.
- B. Apprentices shall receive instruction in accident prevention and safe work habits. Such instruction shall be coordinated with the actual work being performed on-the-job and with the tools and equipment being used.
- C. The Committee will secure the cooperation of the employer and the journeyman or supervisor in providing the varied experience and training on the job.

XI. DISCIPLINARY ACTION

- A. The committee or its' designated representative shall have authority to discipline an apprentice who fails to comply with the Apprenticeship Agreement or rules and instructions of the Committee, and all parties agree to abide by this provision. Disciplinary action which may be employed includes, but is not limited to:
 - 1. Postponement of scheduled advancement.
 - 2. Suspension - temporary removal from the job causing loss of employment for a day or more.
 - 3. Cancellation - causing termination of the apprenticeship.

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

- B. Some of the reasons considered as just cause for disciplinary action may include, but are not limited to the following:
1. Failure to meet related training attendance and progress requirements.
 2. Lack of interest, application to, or satisfactory progress in the work and training on the job.
 3. Failure to properly prepare and submit required reports.
 4. Undesirable attitude or conduct.
 5. Failure to successfully pass a drug/alcohol test or refusing to submit to a drug/alcohol test applicable under the collective bargaining agreement.
 6. Other reasons addressed in the procedures and policies.

XII. HOURS OF WORK

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

Except as provided in Section VI, only actual hours worked will be credited on the term of apprenticeship.

XIII. APPRENTICE WAGES

Apprentices can advance through the program by attaining the required OJT and Related Training hours for each term of apprenticeship according to the table below. Upon approval by the committee, apprentices shall be paid a progressively increasing schedule of wages and benefits based on a percentage of the current negotiated laborer journeyman wage rate for Group I, or as applicable, Group III A as follows:

HOURLY PERIODS

<u>Term</u>	<u>OJT Hours to Advance</u>	<u>Related Training Hours to Advance</u>	<u>% of Journey Wage Scale</u>
<u>1st</u>	<u>0-1000</u>	<u>75</u>	<u>60</u>
<u>2nd</u>	<u>1001-2000</u>	<u>150</u>	<u>70</u>
<u>3rd</u>	<u>2001-3000</u>	<u>225</u>	<u>80</u>
<u>4th</u>	<u>3001-4000</u>	<u>300</u>	<u>90</u>

Thereafter: Journeyman Wage Rate provided both OJT and Related Training requirements have been met.

XIV. RATIO OF APPRENTICES TO JOURNEYMEN

In order to secure maximum production and to make adequate provisions for apprentices to learn this trade, the following ratios of apprentices to journeymen shall not be exceeded, and the ratio of apprentices to journeymen on a jobsite shall not exceed the following ratio for any participating employer:

1 Apprentice -1 to 2 Journeymen
Then one apprentice for every two journeymen thereafter.

XV. CONTINUITY OF EMPLOYMENT

- A. It is the intent of the Committee to keep apprentices continuously employed as is possible; however, if an employer is unable to provide such employment for an apprentice, the Committee will attempt to place the apprentice with another employer as provided in the collective bargaining agreement.
- B. Employers shall not summarily discharge an apprentice for any reason without prior notification to the Office of the Committee so that appropriate action can be taken. Likewise, an apprentice shall not leave the employ of an employer to whom assigned without prior approval of the Committee or its' designated representative.

XVI. ADJUSTMENT OF DIFFERENCES

The employer, the apprentice, and the union shall have the right and privilege of appeal to the Committee in the event of dispute or controversy arising over interpretations of the provisions of these Apprenticeship Standards. The Committee shall hear all affected parties and make such adjustments as it considers necessary. Persons wishing the Committee to hear such matters should make a request in writing, at least 30 days prior to the Committee meetings, so that it may be placed on the agenda.

The apprentice may appeal the decision of the Committee to the Nevada State Apprenticeship Council, 555 E. Washington Suite 4100 Las Vegas NV 89101.

The name and address of the appropriate authority under this program to receive, process and make disposition of complaints is:

No. NV Laborers' JATC Chairman
Laborers' Local #169
570 Reactor Way
Reno, NV 89502
(775) 856-0169

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.

XVII. SUPERVISION OF APPRENTICES

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

- D. The employer or designated supervisor may be required to appear before the Committee at intervals to keep the Committee informed as to an apprentice's progress, conduct, interest and attitude.
- E. The employer or designated supervisor will be required to carry out the intent and purpose of the local apprenticeship program.

XVIII. APPRENTICESHIP RECORDS

- A. An individual record will be maintained by the Committee, showing the status, conduct and progress of each apprentice.
- B. To maintain this record, apprentices will be furnished a "Monthly Work Record" form. It will be the responsibility of the apprentices to keep this record up daily, then to submit the form to the Committee or the designated representative not later than the tenth of the following month per the instructions on the form.
- C. Failure to submit properly authenticated Monthly Work Record reports on time may result in the apprentice losing credit for the entire period covered, or in other disciplinary action by the Committee.
- D. In addition, 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 non-minority) 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.

XIX. APPRENTICE EXAMINATIONS AND COUNSELING

- A. Apprentices may be called before the Committee or its' designated representative at any time for examination or consultation regarding their apprenticeship.
- B. Examination and review of the apprentice's progress and conduct, both on-the-job and in the related instruction work will be conducted by or under the direction of the Committee or its' designated representative before each advancement period.
- C. Apprentices not showing satisfactory progress may be held in current period at any time during the term of apprenticeship or subject to such other action as the Committee or its' designated representative may determine.
- D. It is mutually agreed that no apprentice shall be advanced to the next period or to journeyman classification except with the prior approval of the Apprenticeship Committee or its' designated representative.

XX. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

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

XXI. CONSULTANTS

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

XXII. QUALIFICATIONS FOR EMPLOYERS

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

- a. Have the necessary facilities to assure proper training.
- b. Steadily employ the required number of journeyman.
- c. Be willing to employ and train apprentices in accordance with these Standards.

- d. Release apprentices from work to attend related instruction as required by these standards.

XXIII. RELATION OF STANDARDS TO COLLECTIVE BARGAINING AGREEMENT

No section of these Standards shall be in conflict with the Collective Bargaining Agreement, and terms of the current working agreement shall supersede any section or sections of these standards, but must meet the minimum requirements of N.R.S. 610, NAC 610, Apprenticeship Council Rules and Regulations, 29 CFR 29 and 29 CFR 30.

The contents of these Standards are intended only for the training and supervision of apprentices.

The terms and conditions of employment as provided in the Collective Bargaining Agreement, including but not limited to hiring, working rules, fringe benefits, grievance procedure, authorization, drug testing, payment of wages, and remote area pay shall be applicable to all apprentices subject to these Standards.

XXIV. REVISION OF STANDARDS

These apprenticeship Standards may be revised at any time by the action of the Committee and approval of the sponsoring parties. Copies of any revisions must be registered and approved by the Registration Agency before becoming effective.

Revision of these Standards shall not alter Apprenticeship Agreements already in effect without consent of all parties to the Agreement. As used in these Standards, the masculine, feminine or neuter gender, and the singular or plural number, shall each be deemed to include the others whenever the context indicates.

XXV. CANCELLATION/ DE-REGISTRATION OF APPRENTICESHIP STANDARDS

De-registration of a program may be affected upon the voluntary action of the Committee by request for cancellation of the registration or upon reasonable cause by the Registration Agency instituting formal de-registration procedures in accordance with the provisions of NAC 610 and Part 29 CFR 29 (29.7), 29 CFR 30, and the State of Nevada Equal Employment Opportunity (E.E.O.) In Apprenticeship Plan.

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.

XXVI. SAVINGS CLAUSE

If and when any part of these standards become illegal, as pertains to federal and/or state law, that part alone shall become inoperative and null and void, and the Nevada State Apprenticeship Council may adopt language that will conform to applicable law. The remainder of the standards shall remain in full force and effect.

XXVII. EQUAL OPPORTUNITY PLEDGE

The Laborers' Training Fund for Northern Nevada JATC will not discriminate against apprenticeship applicants 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.

XXVIII. AFFIRMATIVE ACTION PLAN

The Laborers' Training Fund for Northern Nevada JATC hereby adopts the Affirmative Action Plan as detailed in Appendix C of these Standards.

XXVII. OFFICIAL APPROVAL

The foregoing amended Apprenticeship Standards were adopted this 10th day of March, 2021

Laborers' Training Fund for Northern Nevada Joint Apprenticeship and Training Committee

Richard Daly
Chairman

Christy Taylor
Secretary

3/10/2021
Date

APPROVED AND REGISTERED BY THE NEVADA STATE APPRENTICESHIP COUNCIL
THIS ____ DAY OF _____, 2021

Richard J. Williams
Nevada State Apprenticeship Director

Date

Appendix A

**WORK PROCESS SCHEDULE
AND
RELATED INSTRUCTION OUTLINE**

LABORERS' TRAINING FUND FOR NORTHERN NEVADA

CONSTRUCTION CRAFT LABORER

O*NET-SOC CODE: 47-2061.00 -- RAPIDS CODE: 0661

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

Richard J. Williams, Nevada State Apprenticeship Director

REGISTRATION DATE: _____

REGISTRATION NUMBER: _____

**DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR, THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION,
AND THE NEVADA STATE APPRENTICESHIP COUNCIL**

APPENDIX A - WORK PROCESSES

Construction Craft Laborer Total: 4000 Hours

Construction Craft Laborer Core Work Experience Schedule

Minimum 2000 Hours

Apprentices will gain a minimum of 2000 hours of experience in the core work skills of the trade to produce a strong foundation necessary to move forward within the Laborers’ trade.

CORE WORK SKILLS	APPROXIMATE RANGE OF CORE HOURS
Site preparation, layout, cleanup and security	10-400
Use and understand basic blueprint symbols and views	25-100
Recognize, secure and maintain job site safety	25-500
Identify and work safely around environmental hazards	25-350
Erect, dismantle, maintain and work from scaffold or lifts	10-400
Operate and maintain hand and power tools	25-300
Operate and maintain equipment as required by the job	25-125
Identify, estimate, move, supply, stock, and store materials	25-500
Use appropriate hand signals	25-100
 Total Core Work Experience Hours	 2000 (Minimum)

APPENDIX A – SCHEDULE OF WORK EXPERIENCE

Construction Craft Laborer Areas of Concentration Work Experience Schedule

Minimum 2000 Hours

In addition to completion of the 2000 hours of OJL Core Work Experience an apprentice must complete a minimum of 2000 hours of OJL (for a total of 4000 hours of OJL) **in one (1) or more** of the following CCL areas of concentrations: Building Construction, Heavy/Highway and Utility Construction, Masonry/Plastering, Deconstruction/Demolition, Pipeline Mainline and Distribution, Tunneling, Environmental Remediation, Landscaping, Concrete Specialist.

Each area of concentration listed below offers examples of work experience and knowledge needed to become a skilled, safe and productive CCL journeyworker. Apprentices will be placed in an area or areas of concentration depending upon industry need.

1. Building Construction 2000 hours
 CCLs perform the following activities in association with the construction of buildings, and the maintenance of existing buildings such as industrial plants, schools, hotels, stores, high-rise and other structures. Building construction may consist of, but not be limited to, the following activities:

1. Concrete placement - mixing, placement, vibration of concrete, patching and dry packing, build and place forms, remove and clean forms, cure concrete and related work.
2. Pipe laying and making of connections for utilities and related work
3. Storm water protection work
4. Concrete cutting, coring and grooving
5. Building and related structure demolition
6. General Laborer: various construction support work processes and tasks
7. Portable space heaters and cold weather protection
8. Dry-set pavers
9. Fire Watch
10. Waterproofing
11. Sandblasting
12. Foundation and underpinning
13. Drilling and blasting/powderman
14. Microtunneling/Directional Drilling
15. Asphalt - raking, placement, compaction and preparation of the base and related work
16. Fence erection and dismantling
17. Shotcrete and Guniting applications in support of building structures
18. Hoisting and rigging
19. Cutting and burning
20. Traffic control/flagging
21. Trenching and excavating/backfilling and compaction
22. Grade setting/checking
23. Clearing, bucking and falling
24. Site preparation/cleanup and security
25. Layout and staking
26. Erect, dismantle and maintain scaffold
27. Identify, inspect, use and maintain all customary tools and equipment related to the work of the CCL
 - i. hand
 - ii. electric
 - iii. gas
 - iv. pneumatic
 - v. powder-actuated
28. Install erosion control systems and rip rap/geostabilization
29. Installation of filter fabric, geogrid and similar stabilization materials
30. Forklift operation
31. Aerial lift operation

2. Heavy/Highway and Utility Construction

2000 hours

CCLs perform the following activities in association with the construction of infrastructure such as roads, railroads, bridges, locks, dams, utility installation, and/or other heavy or highway construction. Heavy/Highway and Utility Construction may consist of, but not be limited to, the following activities:

1. Concrete placement - mixing, placement, vibration of concrete, patching and dry packing, build and place forms, remove and clean forms, cure concrete and related work
2. Concrete cutting, coring, and grooving
3. Pipe laying and making of connections for utilities
4. Hoisting and rigging
5. Traffic control/flagging
6. Trenching and excavating/backfill and compaction
7. Grade setting/checking
8. Layout and staking
9. Site preparation/clean up and security
10. Drilling
11. Asphalt - raking, placement, compaction and preparation of the base and related work
12. Build railroad beds and all related bridges and tunnels, and install tracks
13. Erect, dismantle and maintain scaffold
14. Identify, inspect, use and maintain all customary tools and equipment related to the work of the CCL
 - a. hand
 - b. electric
 - c. gas
 - d. pneumatic
 - e. powder-actuated
15. Install erosion control systems
16. Forklift operation
17. Aerial lift operation
18. Site/roadside remediation
19. Demolition
20. General labor: various construction support work processes and tasks
21. Cold weather protection
22. Dry set pavers
23. MSE walls
24. Gabion baskets
25. Guideposts and highway signs
26. Guardrail erection and dismantling
27. Rumble strips
28. Pavement markings and highway striping
29. Sandblasting
30. Storm water protection work
31. Foundations and underpinning

32. Geostabilization, filter fabric, geogrid and similar stabilization materials
33. Drilling and blasting/powderman
34. Microtunnelling/Directional drilling
35. High scaling
36. Trenchless pipe lining utility work
37. Waterproofing
38. Fire watch
39. Fence erection and dismantling
40. Shotcrete and Guniting applications to support heavy highway construction

3. Masonry/ Plastering 2000 hours

CCLs perform the following activities in association with masonry construction. Types of projects include, but are not limited to, new construction, renovation, and refractory work. Basic trade requirements include: estimation, preparation and delivery of all materials. Masonry/ plastering may consist of, but not be limited to, the following activities:

1. Erect/dismantle and maintain scaffold
2. Estimate, stock, maintain and supply materials, products, and related work
3. Identify, inspect, use and maintain customary tools and equipment related to the work of the CCL
 - a. hand
 - b. electric
 - c. gas
 - d. pneumatic
 - e. powder-actuated
4. Forklift operation
5. Aerial lift operation
6. Mason tender/plaster tender
 - a. Bracing walls
 - b. Mixing mortar or plaster including all fireproofing materials and products and related work
 - c. Estimating and stocking masonry units
 - d. Cutting masonry units
 - e. Supply, stock and dispense mortar, plaster, block/brick, reinforcement and other materials
 - f. Plaster or grout pump operation/maintenance
 - g. Plaster or grout pump hose layout/cleaning
 - h. Fireproofing operations
 - i. Exterior insulation finish systems
 - j. Interior plaster operations
7. Clean masonry walls
8. Site preparation, cleanup, and security

4. Demolition and Deconstruction

2000 hours

CCLs perform the following activities in association with the demolition or deconstruction of buildings and other structures. Demolition/deconstruction may consist of, but not be limited to, the following activities:

1. Identify and work safely around environmental hazards
2. Erect/dismantle and maintain scaffold
3. Cutting and burning
4. Hoisting and rigging
5. Trenching and excavating
6. Backfill and compaction
7. Aerial lift operation
8. Forklift operation
9. Site preparation/cleanup and security
10. Identify, inspect, use and maintain all customary tools and equipment related to the work of the CCL
 - a. hand
 - b. electric
 - c. gas
 - d. pneumatic
 - e. powder-actuated
11. Fire watch
12. Concrete cutting and sawing
13. Demolition debris handling and management (recycling, reuse, disposal)
14. Dust control

5. Pipeline Mainline and Distribution

2000 hours

CCLs perform the following activities in association with the construction and maintenance of gas, oil, and other material pipelines. Pipeline construction may consist of, but not be limited to, the following activities:

1. Hoisting and rigging
2. Trenching and excavating/ Backfilling and compaction
3. Site preparation/cleanup and security
4. Identify, inspect, use and maintain all customary tools and equipment related to the work of the CCL
 - a. hand
 - b. electric
 - c. gas
 - d. pneumatic
 - e. powder-actuated
5. Grade setting/checking
6. Layout and staking
7. Clearing and maintaining the right of way (ROW)
8. Dewatering
9. Locate utilities
10. Build and dismantle fences
11. Load, unload and string pipe

12. Fill and place sandbags
13. Load, unload and place skids
14. Install erosion control systems
15. Pipe surface preparation/sand blasting
16. Apply pipe coating
17. Inspect pipe coating visually and with a holiday detector
18. Patch coating
19. Install pipe coating protection
20. Install corrosion protection
21. "Pig" the pipe
22. ROW remediation

6. Tunneling 2000 hours

CCLs perform the following activities in association with all work underground or under compressed air including tending of the outer air lock. Tunnel construction may consist of, but not be limited to, the following activities:

1. Drilling, blasting, powder man
2. Identify, inspect, use and maintain all customary tools and equipment related to the work of the CCL
 - a. hand
 - b. electric
 - c. gas
 - d. pneumatic
 - e. powder-actuated
3. Hoisting and rigging
4. Concrete pump operation and maintenance
5. Install services (track laying, conveyors, vents, water, compressed air pipes etc.)
6. Install tunnel supports (steel ribs, mesh, rock bolts)
7. Shaft and tunnel grouting
8. Shotcrete/Gunite application
9. Cutting and burning
10. Mucking
11. Site preparation, cleanup and security

7. Environmental Remediation 2000 hours

CCLs perform the following activities in association with the remediation of areas, buildings and materials contaminated with chemical, biological, and physical hazards. Environmental remediation may consist of, but not be limited to, the following activities:

1. Asbestos abatement
2. Hazardous waste remediation
3. Lead abatement
4. Microbial/ mold remediation
5. Radiation protection/radioactive material handling, coating and encasement

6. Water damage/fire restoration
7. Erect, dismantle and maintain scaffold
8. Erect, dismantle, and maintain all containment areas
9. Install, maintain, and remove negative air machines
10. Identify, inspect, use and maintain all customary tools and equipment related to the work of the CCL
 - a. hand
 - b. electric
 - c. gas
 - d. pneumatic
 - e. powder-actuated
11. Aerial lift operation
12. Demolition

8. Landscaping 2000 hours

CCLs perform the following activities in association with landscape work in commercial applications. Landscaping may consist of, but not be limited to, the following activities:

1. Trim and prune hedges, trees and shrubs
2. Seed and sod lawns
3. Install irrigation systems
4. Apply fertilizers and pesticides – traditional use and alternative “green” applications
5. Plant and maintain flowers and ground covers
6. Install and maintain fences, planters and other landscaping features (playgrounds, gazebos, fountains)
7. Install zeroscape
8. Placement of gravel, rock, bark, and similar ground coverings
9. Small engine maintenance/repair
10. Identify, inspect, use and maintain all customary tools and equipment related to the work of the CCL
 - i. hand
 - ii. electric
 - iii. gas/diesel
 - iv. pneumatic
 - v. powder-actuated
11. Operate all landscape equipment related to the occupation
12. Noxious weed removal, remediation, and control

9. Concrete Specialist 2000 hours

CCL's perform the following activities as a Concrete Specialist for their signatory contractors on a variety of structural, vertical, and horizontal surfaces such as concrete floors, walls, columns, arches and other structural elements, sidewalks, driveways, curbs, gutters, dams, bridges, tilt up construction, white paving and tunnels. They also chip, grind, and cure finished concrete work and

are responsible for repair and restoration of damaged concrete. The work of the Concrete Specialist may include, but is not limited to:

1. Site preparation
2. Build and place forms, remove and clean forms
3. Screeding and leveling of concrete
4. Float, trowel, and finish concrete
5. Cure and protect concrete
6. Apply surface treatments and finishes to hardened concrete
7. Sack, patch and repair concrete finishes and defects
8. Exposed aggregate, stamped and other decorative concrete finishes
9. Set screeds, screed pins, screed wires and/or lines
10. Operation of laser screeds, laser level, and slip form machines
11. Operation of troweling and ride-on troweling machines
12. Identify, inspect, use, and maintain all customary tools and equipment related to the work of a Concrete Specialist
 - i. hand
 - ii. electric
 - iii. gas/diesel
 - iv. pneumatic
 - v. powder-actuated

CORE SKILLS OJL
CONCENTRATION(s) OJL
TOTAL CCL OJL

2000 Hours
2000 Hours
4000 Hours

Appendix B

APPRENTICESHIP AGREEMENT

AND

APPLICATION FOR CERTIFICATION OF COMPLETION OF APPRENTICESHIP

LABORERS' TRAINING FUND FOR NORTHERN NEVADA

**DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR, THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION,
AND THE NEVADA STATE APPRENTICESHIP COUNCIL**

APPENDIX B- RELATED INSTRUCTION

It is recommended that apprentices attend a minimum of 150 hours of related instruction classes each year. At the discretion of the JATC, a directed home study course, interactive video instruction, or other alternative may be pursued or a combination of classroom and equivalent home study will be substituted. Time spent in related instruction and or study shall not be considered part of the on the job training and the apprentice shall not receive pay for time so spent.

Credit will not be given more than once if classes are repeated by an apprentice.

It is recommended that apprentices take at least 175 hours of related instruction from among the following core courses:

<u>CCL Core Curriculum</u>	Approx. Hours
Basic Construction Math	4
Blue Print Reading	40
Confined Space Awareness	4
Construction Math	40
Craft Orientation	8
Fall Protection	4
First Aid/CPR	8
General Construction Part I	40
General Construction Part II	40
General Construction Part III	40
Hazard Communication	4
Lead Action Level	4
OSHA Construction Safety and Health (OSHA 10)	12
Reducing Silica Exposure	8
Recommended Hours of Core Classes	175

Additionally, apprentices should take at least 125 hours of related instruction from the following courses:

<u>Classroom Instruction for Areas of Concentration</u>	
Mason Tending	40
Plaster Tending	40
Rough Terrain Forklift Safety	16
Scaffold Builder	40
Aerial Lift	8
Rigging and Signaling	40
Demolition/Deconstruction	40
Fire Watch	4
Cutting and Burning	24
Concrete Worker I	40

Concrete Worker II	40
Concrete Finishing	40
Concrete Patch and Repair	40
Concrete Cutting and Coring	40
Pipelaying	40
Construction Math	40
Asphalt	40
Traffic Control Technician	8
Traffic Control Supervisor	16
Pipeline Safety	40
Shotcrete	80
Tunnel Worker	80
Asbestos Worker	40
Hazardous Waste Worker	80
Lead Abatement Worker	40
Microbial/ Mold Remediation	24
Landscaping	40
Landscaping Equipment Orientation	40
Brick Paver Installation	40
Retaining Wall Installation	40
Irrigation Installation	40
Aboveground Drilling	80
Line and Grade	40
Disaster Site Worker	16
Lead and Silica in Bridges	16
Lead Renovator	16
Permit Required Confined Space	24
Underground Storage Tank Removal	24
Trench and Excavation Safety	8
Superintendent Training	40
Foreman Preparedness	40
OSHA 30	32
Additional classes as offered/developed by LIUNA Training or their affiliates	
Recommended Hours of Related Instruction in Core Courses	175 Hours
Recommended Hours of Related Instruction in Areas of Concentration	125 Hours
<u>Total Hours of Related Instruction Required to Complete Program</u>	at least <u>300 Hours</u>

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

LABORERS' TRAINING FUND FOR NORTHERN NEVADA

**DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR, THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION, AND
THE NEVADA STATE APPRENTICESHIP COUNCIL**

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30

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 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.

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- 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:

Please see addendum.

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

Laborers' Training Fund for Northern Nevada hereby officially adopts this Affirmative Action Plan.

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



Signature of Sponsor (designee)

Date: 2-23-21

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:	NV002950002	
Name of Sponsor:	Laborers' Training Fund for Northern Nevada	
Address:	570 Reactor Way	
City/State/Zip Code:	Reno, NV 89502	
Contact Person:	Albert DeVita	
Phone Number: 775-343-0171		Fax Number: 775-343-0170
E-Mail Address:	laborerstraining@local169.com ; aldevita@local169.com	

B. OCCUPATIONAL INFORMATION

Occupation Title:	Construction Craft Laborer	
RAPIDS Code: 0661		O*NET-SOC Code: 47-2061.00
Type of Selection Method Used:	<input checked="" type="checkbox"/> Selection on basis of rank from pool of eligible applicants <input type="checkbox"/> Random selection from pool of eligible applicants <input type="checkbox"/> Selection from pool of current employees <input type="checkbox"/> Alternative selection	
Labor Market Area Description:	<input type="checkbox"/> State <input checked="" 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:	118,259	46.3% of labor force
Number of minorities:	137,670	53.9% of labor force
C.2. Working Age Population in Labor Market Area*		
Number of women:	178,050	49.5% of labor force
Number of minorities:	185,199	51.2% 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:		660
Number of minorities:		462

D. SPONSOR'S WORKFORCE DATA

D.1. Total Number of Journeyworkers Employed			1248
Number of women:	90	7.2% of work force	
Number of minorities:	778	62.3% 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:			4.9%

Percentage of minority apprentices or minorities in applicant pool:		57.3%
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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:		X
Female underutilization:		X

G. SPONSOR'S GOALS

The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting 38 % minorities and/or 8 % 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 30-40.

Sponsor



Sponsor's Signature

Richard Daly

Typed Name

Chairman

Title

2-23-21

Date Signed

Resources for obtaining labor market information:

* <http://bls.gov/>

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

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

Appendix D

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

LABORERS' TRAINING FUND FOR NORTHERN NEVADA

**DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR, THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION,
AND THE NEVADA STATE APPRENTICESHIP COUNCIL**

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.

- e.
- f. Equipment
- g. Safety

50 question test, score equals correct number of answers divided by 5.

Maximum Written Aptitude Test Score

10 Points

4. Applicants that complete the aptitude test will be invited to participate in a structured oral interview. All interview participants will be rated on their answers to questions from the following categories:
- a. Autonomy
 - b. Communication
 - c. Conscientiousness
 - d. Learning
 - e. Teamwork
 - f. Time Orientation
 - g. Work Environment/Experience

A maximum of five points can be awarded for each question, scores of all interviewers will be averaged and multiplied by three.

Maximum Interview Score

45 Points

Upon completion of Phase 1, applicants will have their scores combined (application, written test and interview). Those with a combined Phase 1 score of 47 points and above will be scored and ranked in the Phase 1 pool. Applicants not meeting the cutoff score of 47 points will be removed from the Applicant Pool and will be invited to re-apply at a later date.

5. As new apprentices are needed, the program will select up to 20 applicants based on their ranking in the Phase 1 pool and invite them to attend a Physical Aptitude Test (PAT). This assessment will rank applicants on their ability to do physical tasks. All PAT participants will be rated on the following tasks:
- a. Moving Concrete Blocks
 - b. Moving Block and Sand
 - c. Wheeling Sand
 - d. Form and Grade
 - e. Moving Lumber

PAT participants will be timed and scored on the five tasks based on standard criteria. If a task is not completed within the allotted time, the participant will receive zero points for the task. Participants must complete each assigned task (regardless of time). Failure to complete a task will result in removal from the Physical Aptitude Test and from the Applicant Pool.

Maximum PAT Score

50 Points

6. For those completing Phase 2 of the application process, their PAT score will be combined with their Phase 1 score.
7. All applicants completing the Physical Aptitude Test will be placed into a ranked pool of eligible applicants, based on their combined scores from Phase 1 and Phase 2 of the application process, with the highest scorer placed at the top of the list. Any and all tie scores will be decided based on date and time of application, with the earliest date and time being higher on the list for the ranked pool of eligible applicants. As new apprentices are needed, they will be called in order from the top of the ranked pool of eligible applicants, based on their availability.
8. Applicants will be notified in writing of acceptance or rejection for placement in the pool of eligible applicants. Those applicants placed in the pool of eligible applicants will be maintained on the list for (2) years unless indentured/registered or removed from the list for a failure to accept work after receiving notice by certified mail, a failure to maintain contact information or at their own request.
9. Upon the establishment of a proper procedure for a drug testing program, prior to being indentured/registered, the selected applicant may be required to pass a pre-placement drug test, as would be applicable under the Collective Bargaining Agreement.
10. Prior to being indentured/registered, the selected applicant must sign the Apprenticeship Agreement.

Direct placement shall be permitted to an employee of a non-signatory employer not qualifying as a journeyman, when the employer becomes signatory. The employee shall be evaluated by the JATC and indentured/registered at the appropriate period of apprenticeship based on previous work experience and related training.

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

Direct placement shall be permitted to graduates of Job Corps, YouthBuild, or from a high school CTE program that includes the *MC3 Building Trades Apprenticeship Readiness Program* or other programs approved by the committee.

Direct placement shall be permitted to registered applicants to Helmets to Hardhats, or Veterans who completed military technical training school and/or participated in a registered apprenticeship program, or completed military technical training school in a recognized apprenticeable occupation, during or after

their military service. The applicant shall be evaluated by the JATC and indentured/ registered at the appropriate period of apprenticeship based on previous work experience and related training.

Direct placement shall be permitted for a son or daughter of a journeyman laborer provided the journeyman laborer has 10 or more years of field experience with Laborers' Local 169.

Direct placement shall be permitted to individuals relocating from another State or Federally- approved Apprenticeship Program in a similar occupation.

The JATC may indenture/register apprentices eligible for Direct Placement under the exceptions contained herein as determined to be appropriate by the committee and in addition to the apprentices the committee anticipates may be needed.

ADDENDUM

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

- Section IV(A)(2)** Sponsor will run advertisement in Reno Gazette Journal semiannually. Sponsor will semi-annually disseminate information to approximately 25 entities, including community-based organizations, tribes, school districts (youth and adult), and governmental organizations including OWINN, DETER, and OneStop Career Centers. Sponsor uses Facebook to disseminate information across Northern Nevada for program orientations and marketing for interested individuals to apply to the program
- Section IV (B)** In the past, sponsor has organized and participated in workshops with employment service agencies to familiarize staff with apprenticeship and opportunities within the program. The sponsor fully anticipates resuming these activities once the pandemic has eased.
- Section IV (C)** The sponsor will seek out and meet with local school boards to develop programs that will prepare students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- Section IV (D)** Sponsor communicates equal opportunity policy during JATC meetings and in disseminating information to the public in an effort 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.
- Section IV (E)** Sponsor engages with Washoe YouthBuild as well as interested schools to provide trade experience through training center tours and hands-on activities. Sponsor is a member of the Northern Nevada Apprenticeship Coordinators Association (NNACA) and participates in training center tours and hands-on activities with high school students and participants from community-based organizations that are potential applicants to the program.
- Section IV (F)** Sponsor has signed a Memorandum of Understanding to engage with Washoe YouthBuild to provide program information, hands-on experiences, and career counseling. We welcome all applicants from these programs and provide full and equal opportunity for admission into our apprenticeship program.
- Section IV (H)** Sponsor evaluates all requests for credit for previous experience and grants advanced standing for all applicants on an equal basis.
- Section IV (I)** Sponsor regularly disseminates opening announcements and information on apprenticeship opportunities. In addition, sponsor advertises all program orientations on Facebook and opens these sessions to the public. In addition, any individual expressing interest in the program is notified of upcoming sessions and how they can apply to the program. Sponsor will use digital advertising and marketing to provide information about apprenticeship opportunities. Sponsor invites and uses minority and women apprentices to participate in career fairs and hands-on events for high school students and career seekers. Sponsor periodically audits the activities of this affirmative action work plan to gauge their effectiveness and revise or implement new activities, as necessary.

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

	<p>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</p>
	<p>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)</p>
	<p>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)</p>
	<p>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</p>
	<p>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)</p>
	<p>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</p>
	<p>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)</p>
	<p>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)</p>
	<p>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)</p>
	<p>14) Qualified Trainers and Supervision: Provisions for the assurance of qualified training personnel and adequate supervision on the job. NRS 610.144 3(n)</p>
	<p>15) Completion Certificate: Provisions for the issuance of an appropriate certificate evidencing the successful completion of an apprenticeship. NRS 610.144 3(o)</p>
	<p>16) Registration Agency: An identification of the OWINN as the agency for registration of the program. NRS 610.144 3 (p)</p>

	17) Modifications: Provisions for the registration of agreements and of modifications and amendments thereto. NRS 610.144 (q)
	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)
	19) Probationary Period Termination: Provisions for the termination of an agreement during the probationary period by either party without cause. NRS 610.144 (s)
	<p>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.</p> <p>(Five or more apprentices) For programs registered after January 18, 2017, the initial written affirmative action plan (Appendix C) for such programs must be completed within 2 years of registration. The written affirmative action plan must be updated every time the sponsor completes workforce analyses required by CFR 30.5(b) and 30.7(d) <i>Less than five apprentices encouraged, but not required</i></p> <p>NRS 610.144 2; NRS 610.144 3 (t); NAC 610.510 through 610.990, Inclusive, 29 CFR 30.4</p>
	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)
	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.