

# **PIPE TRADES TRAINING CENTER**



**Plumber/Pipe Fitter  
Apprenticeship 2018-19**

**The Pipe Trades Joint  
Apprentice and Journeyman Training Committee  
For Southern Nevada**

*Presents*

**Apprenticeship 2018-19**

**Plumbers/Pipefitters**

**Pipe Trades Training Center  
750 Leigon Way  
Las Vegas, NV 89110  
Phone # (702) 459-3473 Fax # (702) 459-2901**

*Sponsored By:*



FOUNDED 1889

**LOCAL # 525  
PLUMBERS AND PIPEFITTERS**

*and*



**JATC Members:**

Mandi Wilkins  
Brad Davis  
Doug Lea  
Gary Lovewell  
Steve Martinson (HVAC)

Matt Lydon  
Justin Eighmy  
Dave Wood  
Eric Rubeck  
Stuart Nilson (HVAC)

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**Office Information**

**Address .....** Pipe Trades Training Center  
750 Leigon Way  
Las Vegas, Nevada 89110

**Telephone Numbers.....** Voice – (702) - 459-3473  
Fax – (702) - 459-2901

**Staff – Office.....** Dale Stubblefield –Training Coordinator  
Carrie Henderson – Office Manager  
Alison Manzanares- Bookkeeper  
Leann Loiselle- Administrative Assistant  
Yanelly Colon - Receptionist

**Staff – Instructors .....**

Garrett Murphy- 1<sup>st</sup> Year Instructor- All subjects  
Mike Hill – 1<sup>st</sup> Year Instructor – All subjects  
Michael Matey- 2<sup>nd</sup> Year Instructor – All subjects  
Jerry Ballard – 2<sup>nd</sup> Year Instructor – All subjects  
Michael Lilore - 3<sup>rd</sup> Year Welding  
Cory Peltier – 3<sup>rd</sup> Year Welding  
Rick Stubblefield -3<sup>rd</sup> Year Welding  
Spencer Borghoff- 4<sup>th</sup> Year  
Paul Gonzales– 4<sup>th</sup> Year  
Larry Swanciger- 4<sup>th</sup> year  
Gary Boyle – 5<sup>th</sup> year  
Wesley Hall – 5<sup>th</sup> Year Code/Journeyman UPC  
John Farley – 5<sup>th</sup> Year – EPRI Rigging  
Rich Philbin Jr. - 5<sup>th</sup> Turn Out Test/ JM- EPRI Rigging  
Don Johnson – 5<sup>th</sup> Year Advanced Blueprint  
Sean Jacobs- CAD  
Joshua Scott – CAD  
Rodger Tippetts- Customer Service Journeyman & Apprentice  
Steve Rolling- Journeyman Welding

**HVAC Instructors .....**

Larry Swanciger  
Stu Nilson  
Matt Coultas

# **Outline of Apprenticeship**

## Apprenticeship Outline

### I. Application Process

- A. Applications are accepted during an application period that is determined based on the need of the industry. The application period shall be held at least once per year. Advertisement and notification of application period shall include—
  - 1. Newspapers - English and Spanish speaking
  - 2. Posting at various organizations, contractors, businesses and schools
- B. Each applicant will
  - 1. Fill out application completely
  - 2. Provide required documentation
  - 3. Take math test
  - 4. Attend an Oral Interview, should said applicant achieve a minimum 20 points

### II. Acceptance

- A. Selection Process
  - 1. Number of apprentices to be selected shall be determined before Interviews begin.
    - a. The determination of class size by Committee will be based on, but not, limited to:
      - 1. Deaths in Local
      - 2. Retirements
      - 3. State of employment in area/economy
      - 4. Projection of future employment
  - 2. Scoring Criteria
    - a. Score given for education
    - b. Score given for work experience - trade related
    - c. Score given for math test score
    - d. Score given for Veterans of the Armed Forces
    - e. Score given during interview based on Interest, Personal Traits, and Attitude
  - 3. Ranking
    - a. Rank given by score total
  - 4. New apprentices accepted in order of highest overall ranking score

### III. Processing New Apprentices

- A. Notification
  - 1. Apprentice notified of acceptance by regular and certified mail
  - 2. Notified to take drug and alcohol test
    - a. If drug test is failed, apprentice dropped from program
    - b. Next applicant in line accepted if there is still a need
  - 3. Proper agencies notified
    - a. Governor's Office of Workforce Innovation (OWINN)
    - b. Dept. of Labor - Office of Apprenticeship
    - c. UA Training Department

B. Indenture

1. Apprentice must read standards and sign Apprenticeship Agreement before receiving work dispatch or tools
  - a. Copies sent to NSAC DOL-Office of Apprenticeship

IV. Instruction for classes

A. First Year-

1. Orientation for new Apprentices-

- a. Receive introduction to instructors and tour facility
- b. Receive information about apprenticeship
  1. Advise about school and classes
  2. Explain about books, fees, and dues
  3. JATC Standards of Apprenticeship and Rules
- c. **Must pay book fees in full by orientation to avoid an absence.**

2. Apprentice Instruction

- a. Orientation - Review with all classes Standards and Rules
- b. All apprentices receive copy of Apprenticeship booklet
- c. All apprentices must sign form stating they have read and agree to standards and rules.

3. Instruction Begins

- a. Course outline and curriculum attached
- b. Apprentice must pass course attained and fulfill attendance requirements necessary to begin 2<sup>nd</sup> Year.

4. Step Increases

Six (6) month step raise notification throughout apprenticeship if the following requirements are met:

- a. 850 Minimum on-the-job hours per each Step Level
- b. Minimum of 75% G.P.A. maintained and certifications passed
- c. Attendance – **1 month delay for each unexcused absence**
  1. Make-up classes available throughout year
- d. Copies of notification sent to apprentice and employer

5. Work Progress Reports

- a. Must be filled out and turned in to the office between the 1<sup>st</sup> and 8<sup>th</sup> of every month – *(After the 8th will be considered LATE and will result in one (1) week(s) delay for each day beyond the 8th of the month- No Grace Period! NO EXCEPTIONS!*

6. Apprentice Work Evaluation

- a. Sent to Apprentice's employer a minimum of twice yearly
- b. Sent each time the Apprentice changes Employers

7. Top Apprentice Contest- (By Discipline) - Those interested in participating in the contest need to contact the Coordinator for contest parameters.



**B. Second Year-**

1. **First night of class** (*same as above- see Section A-3*)
2. **Instruction Begins**
  - a. Course outline and curriculum attached
3. **Required Courses and Certifications**

Apprentice must pass course as stated under the second year curriculum, and fulfill attendance requirements in order to begin the 3rd Year.
4. **Must pay book fees in full by orientation to avoid an absence.**

**C. Third Year-**

1. **First night of class** (*same as above- see Section A-3*)
2. **Instruction Begins**
  - a. Course outline and curriculum attached
3. **Required Courses and Certifications**

Apprentice must pass course as stated under the third year curriculum, and fulfill attendance requirements in order to begin the 4th Year.
4. **Must pay book fees in full by orientation to avoid an absence.**

**D. Fourth Year**

1. **First night of class** (*same as above- see Section A-3*)
2. **Instruction Begins**
  - a. Course outline and curriculum attached
3. **Required Courses and Certifications**

Apprentice must pass course as stated under the fourth year curriculum and fulfill attendance requirements in order to begin the 5th Year.
4. **Must pay book fees in full by orientation to avoid an absence.**

**E. Fifth Year-**

1. **First night of class** (*same as above- see Section A-3*)
2. **Instruction Begins**
  - a. Course outline and curriculum attached
3. **Requirements for Certificate of Completion of Apprenticeship:**
  - a. Apprentice must pass the entire 5th year curriculum and acquire all required certifications as explained in the curriculums.
  - b. Apprentice must pass NBOPE Clark County Plumbing Certification.
  - c. Apprentice must fulfill attendance requirements
  - d. Apprentice must have completed a *minimum* of 8500- OJT work hours by the end of the school year.
4. **Must pay book fees in full by orientation to avoid an absence.**
5. **Becoming a Dispatchable Welder (Optional) –**

An apprentice must pass the Journeyman Welding exam in order to be classified as a “Welder” through the Union Hall. Other welding certifications are available throughout the Apprenticeship.

## **V. Graduation**

### **A. Qualifications**

1. Apprentice must have all fees paid
  - a. Upon payment of initiation fees apprentice will declare to Local 525 whether they wish Pipefitter or Plumber on their book provided all requirements have been met.
2. Apprentice must have met all attendance requirements
3. Apprentice must have met all course and certification requirements

### **B. Certificates**

1. Certificate of Completion
  - a. Apply for certification with appropriate copies to agencies
2. Five-Year Perfect Attendance Award
  - a. Awarded to Apprentices with perfect attendance during all five years
3. Apprentice of the Year (Top Apprentice)
  - a. Awarded to the Apprentice with highest G.P.A. in the fifth year

### **C. Graduation Dinner**

1. Sponsored by Mechanical Contractors Association.
  - a. Dinner
  - b. Awards Ceremony
  - c. Graduation Ceremony for the Fifth Year Apprentices

## **VI. Journeyman**

### **A. Apprentice assumes Journeyman status**

### **B. Journeyman Instruction Begins (*Optional*)**

APPRENTICESHIP STANDARDS

FOR

PLUMBER / PIPEFITTER

DOT CODE - 862.281-022

Formulated By:

UNITED ASSOCIATION OF JOURNEYMEN AND APPRENTICES  
OF THE PLUMBING AND PIPEFITTING INDUSTRY  
OF THE UNITED STATES AND CANADA,  
LOCAL UNION NO.525

and

MECHANICAL CONTRACTORS ASSOCIATION, INC.

In Cooperation With:

The Office of Apprenticeship and Training  
U. S. Department of Labor

Registered With:

GOVERNOR'S OFFICE OF WORKFORCE INNOVATION (OWINN)

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## FOREWORD

The Pipe Trades Joint Apprentice and Journeyman Training Committee for Southern Nevada recognizes the need for continuous training to maintain the high levels of skill and competence demanded in this industry, to provide adequate numbers of skilled workers, and to insure public satisfaction and provide for the growth and progress of the industry within the community 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 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.

Furthermore, recognizing that the responsibility for training rests with those in the industry, who are users of those skills, therefore the association has formulated and adopted these apprenticeship standards for the training of apprentices in this industry.

## I. DEFINITIONS

As herein referred to:

- A. Standards: Means this entire document, including attachments and any future modifications or additions approved by the registration agency.
- B. Apprenticeship and Training Committee: Means the Committee, composed of equal representatives of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, Local Union No. 525 and the Mechanical Contractors Association, Inc., responsible for operating the program. Pipe Trades Joint Apprentice and Journeyman Training Committee for Southern Nevada as described in Section II of these Standards, is hereinafter referred to as the "Committee".
- C. Employer: Shall mean a person or organization or corporation employing one or more journeymen and who are signatory to the Standards.
- D. Journeyman (Journeyworker): A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term 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.)
- E. Union: Means UA Local Union No. 525, signatory to these standards.
- F. Apprentice: Shall mean an individual who has entered into a written Apprenticeship Agreement providing for employment and training under the terms and conditions of these Standards and, as such, shall constitute the only persons so employed. Said individual must also be registered with the registration agency.
- G. Apprenticeship Agreement: This term, which is synonymous with the word "indenture" as sometimes used, means the written document between the Apprentice and the Joint Apprenticeship Committee stating the responsibilities and obligations of the parties thereto in connection with the Apprentice's employment and training under these Standards.
- H. Registration Agency: Shall mean the Governor's Office of Workforce Innovation (OWINN)
- I. Coordinator/Director: Means the person designated by the local JATC to perform the duties stated in the Standards of Apprenticeship.
- J. Certificate of Completion of Apprenticeship: issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in the Standards of Apprenticeship.

- K. Electronic Media: Media that uses electronics 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.
- L. 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 course of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

## II. JOINT APPRENTICE AND JOURNEYMAN TRAINING COMMITTEE

### A. Authority and Scope

There is hereby established a Joint Apprentice and Journeyman Training Committee which, in accord with the provisions of the bargaining agreements in effect between the sponsoring parties of these Standards, shall establish and administer rules and procedures governing the selection, training and transfer of apprentices, and for the training of journeyman and others.

The area not covered by these Standards shall be the wage area set forth in the bargaining agreements.

### B. Structure of the JATC

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

### C. Administrative Procedures

1. The Committee shall elect from its members a Chairperson and a Co-Chairperson who shall retain right of vote on all matters. When the Chairperson is an Employer representative, the Co-Chairperson shall be a union member and vice versa.
2. A quorum at meetings shall consist of at least two (2) members representing the Employers and two (2) members representing the Union. Each group shall have a total vote equal to their total number of designated Committee members.



3. The Committee shall schedule regular meetings and shall establish the time and place of such meetings. Special meetings may be called when judged necessary.
4. The Committee shall establish such other policies, rules and regulations governing the administration of this program as it finds necessary, but all actions must show in the minutes and be submitted to the sponsoring organizations on matters affecting the bargaining agreement.
5. The Committee Chairperson will be charged with establishing a regular order of business and with conducting meetings in a businesslike manner. The Chairperson may also name regular or special committees to handle particular assignments.
6. The Committee Co-Chairperson, 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 the State Apprenticeship Council.

D. Responsibilities of the JATC

1. To conduct surveys and studies to determine industry training needs and skill requirements, and to develop other data essential to establishing adequate and effective plans and programs of training.
2. To periodically review these Standards and keep them consistent with National Standards and changes within the industry.
3. To establish minimum qualifications for apprentice applicants within the area covered by these Standards and to devise a system of apprentice selection that will assure the industry of competent workers and all candidates of equal opportunity.
4. To indenture, under a written agreement, all apprentices accepted for training under the provisions of these Standards.
5. To determine the kind and amount of on-the-job training and experience to be required of apprentices and to arrange for such experience and training through the participating employers.
6. To determine the kind and amount of supplemental related instruction to be required of apprentices and to arrange for such instruction to be provided. (Minimum of 246 hours per year.)

7. To determine the capability 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 in accord with the bargaining agreements.
8. To establish a system of permanent records, reports and examinations that will provide means of determining the progress and conduct of each apprentice in both the on-the-job training and related instruction requirements throughout his/her apprenticeship.
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 determine if previous experience, such as military training and trade related job tasks, pre apprentice work hours, should be granted as on-the-job learning hours. To then 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 NV Apprenticeship Council within 30 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, or State Standards that have been found to be at least as effective as the Federal Standards.
14. Members of the committee will be educated as to the equal employment opportunity in apprenticeship.
15. Members of the committee will be educated as to the fiduciary responsibility of the JATC.
16. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

### III. EQUAL OPPORTUNITY PLEDGE-Title 29 CFR 29.5 (b) (21) and 30.3(b)

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 or older. 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 Regulation, part 30 as amended.

### IV. AFFIRMATIVE ACTION PLAN-Title 29 CFR 29.5(b)(21) and 30.4

If the sponsor has five or more apprentices, the JATC will adopt an Affirmative Action Plan and Selection Procedure as required under Title 29, CFR part 30.

### V. QUALIFICATIONS FOR AND SELECTION OF APPRENTICES

#### A. Qualifications

1. Must be at least 18 years of age. Applicant shall submit reliable proof of birthdate with the complete application to ensure the applicant has met the minimum age requirement.
2. Must possess the natural aptitudes essential to acquiring the skills of the trade.
3. Must be physically able to perform work of the trade. Applicants will be able to perform the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.
4. Must be legally residing in the United States, of good moral character, genuinely interested in learning the trade, and willing to comply with all terms and conditions of these Standards.
5. Education: Must have a High School Diploma or Graduation Equivalency Document (G.E.D) or High School Equivalency (H.S.E). A High School Senior, who will graduate the year of application to this program, may apply for the program by providing a letter of intent to graduate along with legible transcripts of current classes. If the student does not graduate his/her selection into the program will be rescinded. 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.
6. Must have a valid Nevada Driver's license.

B. Procedures

1. The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. 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 29 and 30, and equal employment opportunity regulations of the State of Nevada.
2. All apprentices shall be recruited and selected in accordance with the plans and procedures attached to and made a part of these Standards and identified as "Attachment 5 Selection Procedures".
3. 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.

VI. RESPONSIBILITIES OF APPRENTICES

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

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

V. APPRENTICESHIP AGREEMENT

- A. All apprentices and their parents or guardians, if they are minors, shall enter into and sign a written Apprenticeship Agreement with the Joint Apprentice and Training Committee.

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

- B. The Apprenticeship Agreement shall contain a statement making the terms and conditions of these Apprenticeship Standards a part of the agreement. For this reason, every apprentice applicant will be required to read these Standards before signing the Agreement.
- C. Each Apprenticeship Agreement will be registered with the Governor's Office of Workforce Innovation (OWINN) with sufficient copies that, following registration, a copy may be furnished the following:
- a. The Committee,
  - b. The Apprentice,
  - c. The Governor's Office of Workforce Innovation (OWINN),
  - d. The Office of Apprenticeship and Training,
  - e. The Department of Veterans Affairs, if a veteran.

VII. CREDIT FOR PREVIOUS EXPERIENCE

- A. All applicants shall undergo the selection procedure described in Section III of these Standards. The JATC may grant credit toward the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards of Apprenticeship. Those requesting credit for previous experience and training, outside the supervision of this Committee, must submit their request at the time of their application and furnish such records, affidavits, and other bona fide evidence as the Committee may require substantiating their claims.
- B. Except as provided for in Attachment 5 Selection Procedures, applicants requesting such credit who are selected into the apprenticeship program shall start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATC 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.



- 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.

IX. PROBATIONARY PERIOD

The probationary period cannot exceed twenty-five percent of the length of the program, or one year, whichever is shorter. All applicants selected for apprenticeship will serve a probationary period of not more than 12 months, which includes OJL and related instruction. Apprenticeships may be cancelled by either party without stated cause during this time. The records for each probationary apprentice will be reviewed prior to the end of 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 Agreement may be cancelled at the request of the Apprentice, or may be suspended, canceled or terminated by the Committee for good cause with due notice to the Apprentice, and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Registration Agency of the final action taken. Apprentices will be advised of their appeal rights to the Governor's Office of Workforce Innovation (OWINN).

X. TERM OF APPRENTICESHIP

The term of apprenticeship shall be a period of not less than 8500 hours and not less than five (5) years of reasonably continuous employment and training on the job, supplemented by the required hours of related technical instruction.

XI. SUPPLEMENTAL RELATED INSTRUCTION

- A. The Committee shall annually schedule courses of instruction in subjects related to the trade, and each apprentice shall be required to enroll in and attend all sessions scheduled during each year of apprenticeship. Not less than 246 hours of such instruction shall be scheduled each year.
- B. Failure of apprentices to fulfill their obligations as to related instruction attendance and progress shall constitute just cause for disciplinary action by the Committee. Therefore, if apprentices are unable to attend sessions due to illness or other just cause, they shall be expected to obtain an official excuse from the Committee or its designated representative.

Hours spent in related instruction shall not be classed as hours of work. (OTJ)

## XII. ON-THE-JOB TRAINING AND EXPERIENCE

- A. Under the supervision of a qualified journeyman, each apprentice shall be given such practical experience and training in the various branches and job processes of the trade as is necessary to develop a proficient and skilled journeyman. The schedule of work experience to be received is set forth in "Attachment 1" 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 employers and the journeymen in providing the varied experience and training on the job; and, if necessary, to assure a rounded training in all branches of the trade, may shift or rotate apprentices from one employer to another. The duration of such transfers should not exceed the hours specified in the Schedule of Work Experience to attain reasonable proficiency in the particular work processes or job operations for which the transfer was made.
- D. Schedule of Work Experience for the Apprentices: See Attachment 1.

## XIII. DISCIPLINARY ACTION

- A. The Committee and **Coordinator** 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 at the discretion of the Committee or Coordinator includes:**
  - 1. Postponement of scheduled advancement.
  - 2. Suspension - temporary removal from the job causing loss of employment for a day or more.
  - 3. Cancellation - causing termination of the apprenticeship.
  - 4. Random Drug Testing.

The Committee shall notify the apprentice to appear before the Committee for a hearing before cancellation 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 class 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 in school or on the job.
5. Violation of the substance abuse policy.

#### XIV. HOURS OF WORK

Apprentices shall work the same number of hours as journeymen employed in the trade, except that apprentices are encouraged not to work overtime if it interferes with their attendance at related instruction classes. Employers will assist the JATC by not creating overtime if it conflicts with scheduled classes. Classes missed due to overtime shall be recorded as absences.

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

#### XV. APPRENTICE WAGES

Apprentices shall 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 journeyman status, the JATC or Coordinators shall evaluate all progress to determine whether advancement has been earned by satisfactory work on the job and in related instruction classes. In determining whether satisfactory progress has been made, the JATC or Coordinators shall be guided by the work experience and related instruction records and reports.

The wage schedule shall be a progressively increasing percentage of the journeyman wage rate as established in the collective bargaining agreements.

##### Six Month Periods

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
45%	50%	55%	60%	65%	70%	75%	80%	85%	90%

Thereafter: Journeyman Wage Rate

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

**Per the Collective Bargaining Agreement fringe benefit contributions shall be the same as the hourly rate of journeyman.**



## XVI. RATIO OF APPRENTICES TO JOURNEYMEN

In order to secure maximum production and to make adequate provisions for apprentices to learn this trade, it is recommended that the ratio of apprentices to journeymen be observed as outlined in the bargaining agreement, not to exceed 5 journeymen to 1 apprentice.

## XVII. CONTINUITY OF EMPLOYMENT

- A. It is the intent of the Committee to keep apprentices continuously employed.
- 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.

## XVIII. ADJUSTMENT OF DIFFERENCES

The employer and the apprentice shall have the right and privilege of appeal to the Apprenticeship and Training 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, prior to the Committee meetings, so that it may be placed on the agenda.

Either of the parties may appeal the decision of the Committee to the Governor's Office of Workforce Innovation (OWINN) 555 East Washington Ave., Suite 4900, Las Vegas, Nevada, 89101. The name and address of the appropriate authority under this program to receive, process and make disposition of complaints is:

The Pipe Trades JATC for Southern Nevada  
750 Leigon Way  
Las Vegas, NV 89110

## XIX. SUPERVISION OF APPRENTICES

- A. The Committee may employ a Coordinator or other person to perform such services as it deems necessary to assure proper supervision of apprentices and administration of this program. Such persons shall perform only those functions as are delegated to them by the Committee.
- B. The facilities selected for related technical instruction shall be responsible for supervision of the related instruction classes under the general direction of the Apprenticeship and Training Committee.

- C. The Committee will insist that through completion of the first four years of apprenticeship supervision must be direct in that apprentices will work directly with a journeyman on the job. During the last year of apprenticeship, apprentices, as their skill permits, may work under the indirect but on-site supervision of a Journeyman. In such instances, compliance with the ratio provision in the bargaining agreements will be maintained.
- D. Each employer shall designate a person (The Employer Apprentice Representative) who may be a superintendent, foreman or journeyman, to be responsible for the training of apprentices on 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.
- E. 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.
- F. The employer or designated supervisor will be required to carry out the intent and purpose of the local apprenticeship program.

## XX. 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 Progress Report" form. It will be the responsibility of the apprentices to keep this record up daily, then to deliver or mail it to the Committee not later than the 8<sup>th</sup> day of the following month.
- C. Failure to keep and submit the required reports on time, properly authenticated, may result in the apprentice losing credit for the entire period covered, or in other disciplinary action by the Committee.

## XXI. APPRENTICE EXAMINATIONS AND COUNSEL

- A. Apprentices may be called before the Committee at any time for examination or consultation regarding their apprenticeship.
- B. Examination and review of the apprentice's progress and conduct, both on the job and in the related instruction work, will be conducted by or under the direction of the Committee before each advancement period.
- C. Apprentices not showing satisfactory progress may be held in current period at any time during the term of apprenticeship or subject to such other action as the Committee may determine.

- D. It is mutually agreed that no apprentice shall be advanced to the next period or to Journeyman classification except with the prior approval of the Committee or Coordinator.

## XXII. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

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

## XXIII. CONSULTANTS

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

## XXIV. QUALIFICATIONS FOR EMPLOYERS

Employers undertaking to employ apprentices must make a 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.

## XXV. RELATION OF STANDARDS TO BARGAINING AGREEMENT

No section of these Standards shall be in conflict with the Bargaining Agreements, and terms of the current working agreements shall supersede any section or sections of these Standards.

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

## XXVI. 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.

Provisions for the registration of agreements and of modifications and amendments thereto.

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

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

## XXVII. CANCELLATION/DE-REGISTRATION OF APPRENTICESHIP STANDARDS

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

XXVI. OFFICIAL APPROVAL

The foregoing Apprenticeship Standards were adopted this 20  
day of March, 2018.

Joint Apprentice and Training Committee

Wanda's Wilkins

Chairman

[Signature]

Co-Chairman

March 20, 2018

Date

United Association of Journeymen and Apprentices  
of the Plumbing and Pipefitting Industry  
of the United States and Canada  
Local Union No. 525

[Signature]

Business Manager

3-20-18

Date

Mechanical Contractors Association, Inc.

[Signature]

President

\*\*\*\*\*

Approved and Registered by the Nevada State Apprenticeship Council

This 15<sup>th</sup> Day of May, 2018

[Signature]

Secretary - Director

ATTACHMENT 1 - WORK PROCESSES

I. SCHEDULE OF WORK EXPERIENCE FOR APPRENTICES:

1. Use and Care of Tools	650 hrs - 850 hrs
2. Safety	250 hrs - 450 hrs
3. Copper Pipe Soldering and Brazing	1268 hrs -1468 hrs
4. Installation of Drainage Waste and Vent, Roof Drains - all materials	1317 hrs -1517 hrs
5. Layout of Fixtures and Risers and Installation of Plumbing Fixtures	1042 hrs -1242 hrs
6. Installation of Process Piping - Air, Gas, Liquids etc. - all materials	768 hrs - 968 hrs
7. Rigging and Pipe Supports	418 hrs - 618 hrs
8. Pipe Welding Layout	493 hrs - 693 hrs
9. Welding and Oxy-Acetylene Cutting	444 hrs - 644 hrs
10. Installation of HVAC Piping and Equipment - all materials	1125 hrs -1325 hrs
11. Installation of Refrigerant Piping	450 hrs - 650 hrs
12. Refrigeration and Equipment Controls	<u>275 hrs - 475 hrs</u> 8500 hrs -10,900 hrs

## ATTACHMENT 2 - RELATED INSTRUCTION

SEE CURRICULUM SECTION

## ATTACHMENT 3 - AFFIRMATIVE ACTION PLAN

The Pipe Trades Joint Apprentice and Journeyman Training Committee for Southern Nevada (hereafter referred to as the Committee) pledges that the recruitment, selection, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, or age. To accomplish the purposes of the Nevada State Plan of Equal Employment Opportunities in Apprenticeship, the Committee pledges to take affirmative action to encourage minorities and women to apply for the apprenticeship program.

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

1. Announcement of Apprenticeship opportunities shall be made at least 30 days prior to the earliest date of application. Announcement shall be made to:
  - a. Governor's Office of Workforce Innovation (OWINN)
  - b. Bureau of Apprenticeship and Training
  - c. Nevada Employment Service in each of their offices in the Committee's jurisdiction
  - d. Representative groups identified with minorities and/or women
  - e. Such other appropriate groups as directed by the Governor' Office of Workforce Innovation (OWINN) i.e., newspaper, radio, etc.
2. Participate in workshops conducted by the Governor's Office of Workforce Innovation (OWINN), bona fide organizations of Apprenticeship Coordinators for the purpose of furthering apprenticeship-training opportunities.
3. Cooperate with local school boards and vocational education systems to develop a familiarization with the needs of the industry and the qualifications required for apprenticeship.
4. The Committee shall communicate this plan to its participating parties to promote understanding, acceptance and support among the parties.
5. Grant advance standing and credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.
6. Engage in such other activities that may further the entry of minorities and/or women into apprenticeship.



7. The selection of apprentices shall be by means of a selection procedure consistent with the provisions of the Nevada State Apprenticeship Council Equal Opportunity in Apprenticeship State Plan.
8. The Committee shall make an annual study of participation of minorities and women in its utilization of these groups with the rates of their participation in the labor force in this jurisdiction. A percentage participation rate of minorities and/or women in apprenticeship which is less than their respective participation rate in the labor force signifies a utilization deficiency to be corrected through affirmative action.

a. Utilization of minorities Southern Nevada

(1) <u>Minority Labor Force</u>	<u>33%</u>
Total Labor Force	
(2) <u>Minority Apprentices</u>	<u>12%</u>
Total Apprentices	

b. Utilization of Women

(1) <u>Female Labor Force</u>	<u>3%</u>
Total Labor Force	
(2) <u>Female Apprentices</u>	<u>12%</u>
Total Apprentices	

Name of Program Sponsor: The Pipe Trades Joint Apprentice and Journeyman Training Committee for Southern Nevada

Signed and approved this 20 day of March, 2018.

Yvonne F. Welkins  
Chairman

[Signature]  
Co-Chairman



ATTACHMENT 4  
APPRENTICESHIP RELATED INSTRUCTION CURRICULUM  
CHECK LIST

APPRENTICESHIP TITLE: **Southern Nevada Plumbers**

CURRICULUM TITLE: **Plumber / Pipefitter**

DOT NUMBER: **862.281-022**

OJT HOURS: **8,500**

246 Total Hours of Related Instruction per Year

Type of Related Instruction

<input type="checkbox"/> Correspondence Course	<input type="checkbox"/> Outside Contract Instruction
<input type="checkbox"/> Regular College Course	<input type="checkbox"/> Other (Please Explain in
<input checked="" type="checkbox"/> Course Taught By Trade Instruction	Summary Comments)

Subjects to Be Taught During Program:

- |                              |           |
|------------------------------|-----------|
| 1. <u>See Attachment # 2</u> | 7. _____  |
| 2. _____                     | 8. _____  |
| 3. _____                     | 9. _____  |
| 4. _____                     | 10. _____ |
| 5. _____                     | 11. _____ |
| 6. _____                     | 12. _____ |

Source of Training Material (Title and Publisher):

See Attachment #2

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Instruction Location:

<input checked="" type="checkbox"/> Apprenticeship Training Center	<input type="checkbox"/> College Campus
<input type="checkbox"/> Worksite After Hours	<input type="checkbox"/> Home
<input type="checkbox"/> Other (Please Explain in Summary Comments)	

Please designate Length of Related Instruction Program:  
5 Yrs. (Example: 3 Yrs., 4 Yrs., etc.)



## ATTACHMENT 5 - SELECTION PROCEDURE

In accordance with Code of Federal Regulation Title 29, Part 30 - Equal Employment Opportunity in Apprenticeship and Training, Selection Procedure #4, Alternate Selection methods, will be adopted as follows:

### **Recruitment Procedure**

1. The JATC will evaluate the need for apprentices each year and will determine the frequency of the taking of applications. This may include from once a year to year-round taking of applications. If applications are taken year round the JATC will advertise a minimum of two times per year or as required.
2. Thirty (30) days prior to accepting applications a "Notice of Taking Applications" will be published in three (3) local newspapers.
3. Copies of "Notice of Taking Applications" shall be mailed to local high schools, Construction trade offices, contractors, minority organizations, union halls, and other interested parties.

### **Selection Procedure**

1. Applicant must complete application and provide the following:
  - a. Copy of birth certificate,
  - b. Copy of high school diploma, High School Equivalency or GED. A High School Senior, who will graduate the year of application to this program, may apply for the program by providing a letter of intent to graduate along with current transcripts of classes taken. If the student does not graduate his/her selection into the program will be rescinded.
  - c. Legible copy of high school transcript,
  - d. Valid Nevada Driver's license,
  - e. Copy of Military DD-214 (if applicable).
2. Applicants that meet minimum standards must attend oral interview when scheduled.
3. Selection of applicants and the number to be offered apprenticeship will be determined by the Committee.
4. Those applicants selected are subject to a Substance Abuse test prior to being indentured into the apprenticeship program.

## Applicant Ranking

Applicants will be ranked numerically by the following method.

1. Applicants will receive a combined education score based on the following:
  - a. High School Diploma = 5.0 pt.
  - b. Graduation Equivalency Document = 4.5 pt.
  - c. G.P.A. Score taken from HS/G.E.D. transcript = 4.0 max.
  - d. One point each for courses taken in High School in Construction Technologies, Plumbing, Welding or Refrigeration / HVAC and courses taken after High School such as trade, college, military etc., up to 10 points maximum = 10 max.
2. Applicants will receive a numerical value for work related experience as follows:
  - a. Two points for every year of Plumber/Pipe Fitter/Refrigeration/Helper experience:  
One month= .17 pt. no max.
3. Applicants will receive a numerical value for motivation as follows:
  - a. One point for each time applicant applies with no maximum amount of points
4. Applicants will receive a numerical value for testing as follows:
  - a. Math test will receive points as follows:

90% to 100%	=	10.0 pt.
80% to 89%	=	7.5 pt.
70% to 79%	=	5.0 pt.
60% to 69%	=	2.5 pt.
50% to 59%	=	2.0 pt.
0% to 49%	=	1.0 pt.
5. If applicant receives a total of **20 points** or more from the above criteria and a 7.5 score on the math test the applicant will be scheduled for an oral interview. The applicant during the oral interview will receive from 0 to 60 points as judged by each member of the Joint Apprentice and Journeyman Training Committee.
6. The scores from items 1, 2, 3, 4 and 5 will be totaled together and will be the numerical value given the applicant. Applicants will be ranked from highest score to lowest score. Selection will be based on this ranking.

Alternative Selection Method: (Direct entry – Job Corps, Approved Technical Training School Graduates, Military Veterans with Technical Training, and Organizational Efforts)

The Pipe Trades JATC encourages preparatory/pre-apprenticeship craft training to facilitate entry into apprenticeship. Consequently, those who complete the Job Corps training program in the plumbing / pipefitting craft areas may be given direct entry into the apprenticeship program. The JATC shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates shall be done without regard to race, color, religion, national origin, or sex.

Those who graduate from an accredited technical training school that has been reviewed and approved by the International Pipe Trades – Joint Training Committee (IPT-JTC), or those who graduate with diploma from a High School with two years of Construction Technologies, Plumbing, Welding or Refrigeration Classes, in recognition of the critical training they have already received for occupations registered in the plumbing and pipefitting industry, may be given direct entry into the apprenticeship program. With the approval of the JATC, such a new apprentice may start at the apprentice wage rate recommended by the IPT-JATC for graduates of that particular program. The JATC will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all the necessary training for completion of the apprenticeship program. Entry of technical training school or high school graduates shall be done without regard to race, color, religion, national origin, or sex.

Military veterans, who completed military technical training school and participated in a registered apprenticeship program while in the military in the occupations registered in the plumbing and pipefitting industry, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all the necessary training for completion of the apprenticeship program. Entry of technical training school graduates shall be done without regard to race, color, religion, national origin, or sex.

An employee of a non-signatory employer not qualifying as a journey worker when the employer becomes signatory, shall be evaluated by the JATC, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)

An individual who signs an authorization card during an organizing effort – wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a Journey Worker, shall be evaluated and indentured by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. (Note: This is a method of direct entry into the apprenticeship program) for such applicants to be considered they must:

- a. Be employed in the JATC's jurisdiction when the authorization card was signed,
- b. Have been employed by the employer before the organizational effort commenced,
- c. All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated,
- d. Provide reliable documentation to the JATC to show they were an employee performing plumbing / pipefitting work prior to signing the authorization card.

**Apprentice Rules and Regulations,  
Non Discrimination and Harassment Policy,  
Union Membership Information**

## **Pipe Trades Joint Apprentice and Journeyman Training Committee**

### **Apprentice Rules and Regulations**

In order to achieve an atmosphere more conducive to learning, the Pipe Trades Joint Apprentice and Journeyman Training Committee hereby establishes these Rules and Regulations that, together with the Apprenticeship Standards and the Apprenticeship Agreement, shall constitute the terms under which the apprentice will attend the Pipe Trades Training Center. The Joint Apprentice and Journeyman Training Committee (JATC) shall govern interpretation of these terms.

#### **General Regulations**

It is important for the apprentice to realize that while the apprentice is attending class at the Pipe Trades Training Center the same structures apply as they do in the work place. The apprentice is covered under Worker Compensation regulations, and all State and Federal laws apply. Also in effect are the United Association Constitution, the By Laws and Working Rules of Local Union No. 525 and the Master Labor Agreement. During class time the apprentice is under the direct supervision of the instructor and shall follow the instructors direction at all times. Class time spent at the Training Center is a condition of employment for all apprentices and as such, time spent here should be treated as "on the job". However, to preclude any misconceptions, certain aspects will be specified.

#### **Grades and Certifications**

It is important that the apprentice realize that a craftsman has only skill and knowledge to offer to the employer. **In order for the craftsman to remain employed and be an asset to the employer, these skills and knowledge must be of the highest caliber.** It is also important that these skills and knowledge encompass the entire scope of our trade. To achieve this, and to ensure the future of our trade and our Local Union, the JATC shall require that the apprentice maintain above average grades in all classes. A minimum Grade Point Average of 75% in all classes shall be desired from all apprentices. Any test grade or GPA below a 75% in any class will be considered failing. All required certifications must be passed.



Grades will be recorded for each test in each class. If an apprentice should fail a test the apprentice shall be required to retake and pass the test on the apprentice's own time. The instructor shall record the retake test but the apprentice's GPA will only reflect the original grade. **(At every quarter, grades will be averaged and any Apprentice who does not achieve a GPA of 75% in all classes will appear before the Coordinator to explain why and to receive help. Any Apprentice who has a GPA of less than 75% in any class will be required, and informed in person or by certified mail, to attend the next JATC meeting for a determination of the Apprentice's status in the Apprentice Program.)** The appropriate action, as described in the Apprenticeship Standards, will be taken. The Apprentice shall have the right to appeal any determination made by the committee at the next JATC Committee meeting. During the course of apprenticeship the apprentice will be required to attain certifications before advancing to the next apprenticeship year step raise: **These certifications are subject to change as curriculum is updated.**

**NOTE: ALL CERTIFICATION CLASSES COUNT TOWARD TOP APPRENTICE G.P.A EACH YEAR.**

### **Attendance**

The Apprentice must attend the appropriate hours of classroom instruction per year as mandated by the JATC. In order to fulfill this requirement, absenteeism will not be tolerated. The following guidelines will govern attendance:

1. An apprentice will be considered absent if not present in the classroom 15 minutes after class begins and will be credited with 3 hrs. of absenteeism. **Class time will be 5:00pm to 8:00pm two times a week and 6:00 am to 12:00pm** on scheduled 6hr. Saturdays, as determined by the instructor.
2. **Absences-** Will be tracked by hours missed. **3 hours missed equals one absence.**
3. **Tardies-** Students will be considered tardy if they are not in their seat at the beginning of class. Three tardies equal one absence.
4. Any and all classes that an apprentice is not present for shall be made up by attending the mandatory make-up class held on the **last Saturday of each month** unless a holiday falls on that Saturday in which case there will be no make-up class that month. The make-up class will be held at a time determined by the coordinator but usually from **6:00 am to 9:00 am** for 3hr. classes at the Training Center.
5. If the apprentice is unable to attend the make-up class on Saturday, the apprentice shall contact the Apprenticeship Office **the day before class** and explain the circumstances and provide a legitimate and **documented** excuse within one week or **the failure to attend the make-up class will also be counted as an absence.** If the make-up class is scheduled for 6 hrs. the absence will be counted as two absences. **Going to work will not be a legitimate excuse.**



6. If an apprentice acquires an unexcused absence the apprentice's regularly **scheduled pay raise will automatically be delayed by the following schedule:**
  - a. **1 (one) unexcused absence** will result in a **1 (one) month** delay in scheduled pay raise.
  - b. **Each subsequent unexcused absence** will result in an additional **1 (one) month** delay in scheduled pay raise. For example:
    - i. 2 (two) unexcused absences will result in a delay of the regularly scheduled step raise by 2 months. 3 (three) unexcused absences will result in a delay of the regularly scheduled step raise by 3 months
    - ii. And so on...
7. If an apprentice **acquires 3 excused or unexcused absences (9 hrs.)** in any one school year the apprentice will be informed in person or by certified mail to appear before the JATC or Coordinator to explain those absences. The JATC will then decide on the apprentice's status in the program and if any disciplinary action will be taken. Apprentices appearing before the JATC Committee will be drug tested. This disciplinary action may include probation, suspension or cancellation from the program. Legitimate excuses for an absence will be taken into consideration by the JATC, however, documentation must be provided to the Apprenticeship Office within one week of the absence. The JATC will decide what is or is not a legitimate excuse.
8. **Should an apprentice acquire 15 hours excused or unexcused absences in any one school year, the apprentice will be cancelled from apprenticeship.**
9. At **no time** will an apprentice be allowed to attend a make-up class in advance to miss a regular class.
10. The apprentice will not be advanced to the next step raise until all absences are made up and if the apprentice is on probation, until the probation is satisfactorily completed.
11. Attendance records will be posted.

There is only one circumstance in which time missed will not have to be made up. If an apprentice is sent by the employer for training that will supersede the training that the apprentice will receive under the current curriculum, the classes missed during that time will not have to be made up. Documentation by the employer **must** be made beforehand and evidence that the training was attended **must** also be given to the Apprenticeship Office.

## Make-Up Classes

Make-up classes will be usually held on **the last Saturday of the month** from **6:00 am – 9:00 am** for a 3hr. class absence. Class will include material from classes missed; other topics chosen by the Coordinator or Instruction staff or work in our shops that are trade related. (Cleaning and straightening up shop areas is part of our work.) Absences or tardies from the make-up class will be recorded and posted and will have the same consequences as a regular class absence or tardy.

There may be instances where there is trade related work, such as charity plumbing work or piping work on our facility, where an absence may be made up instead of on the normal Saturday make-up class. This type of make-up work will only go to those with documented legitimate reasons for the absences. (THIS TYPE OF MAKE UP MUST BE APPROVED BY THE COORDINATOR PRIOR TO THE EVENT)

### **Tardiness**

It is imperative that the apprentice arrives before the scheduled beginning of class. There is too much material to be covered in this apprenticeship program to waste time waiting for class members to enter the classroom before class can begin. **Therefore, excessive tardiness will not be tolerated.** Any and all apprentices who arrive after the scheduled starting time for class or after the allotted time for class break (10 minutes) will be recorded as tardy in the attendance records. **Three tardies** will be counted as one **absence** with the requisite penalties of that absence (make-up class, possible delay in step raise, and possible appearance before JATC) applying.

### **Holidays**

All holidays listed in the Master Labor Agreement will be observed. Classes will not be held on these days. Check the calendar at the end of this booklet to verify which days are observed as holidays.

An apprentice shall be allowed to observe Martin Luther King Jr. Day as a holiday, without incurring an absence, if notice is given to the Apprenticeship Office not less than 48 hrs. prior to the holiday. The apprentice must also have observed the holiday at work to avoid an absence at school. If the apprentice does not observe the holiday at work the apprentice will be marked as absent from the class. Remember notice must be given to both the employer and the Apprenticeship Office as required by the Master Labor Agreement to observe the holiday without penalty.

## **Cellular Phones**

There will be no cell phone usage in the classroom. Refer to the Committee approved Cell Phone Policy statement. ***This includes text messages.*** If there are phone calls that you have to make, please do so before or after class time or during break. Leaving class to use the phone will not be tolerated.

## **Drugs and Alcohol**

The JATC approved Substance Abuse Policy shall govern drug or alcohol abuse on the job or here at school At no time will drugs or alcohol in any form be allowed on the premises of the Training Center. This includes the classrooms, shop areas, or the parking lot.

In the event that an Apprentice arrives for class under the influence of drugs or alcohol, as determined by the Training Coordinator or his representative the Apprentice will not participate in instruction for that class. The Apprentice will be charged an absence for that class.

Appearance at the next JATC Meeting will be **mandatory**.

## **Theft and Vandalism**

Theft and/or vandalism will not be tolerated. Any and all apprentices taking tools, books, materials, or valuables which do not belong to the apprentice, or vandalizing the premises or any property on the premises will be asked to leave the premises and will be suspended from classes and work until the next JATC meeting when a determination of Cancellation of Apprenticeship will be made. The apprentice shall also be prosecuted for any such offense. The apprentice shall have the right to appeal the determination.

## **Book Fees**

Book fees for the first semester of each school year must be paid ***by orientation in order to avoid being counted absent.*** There will be more than enough notice to the Apprentice as to the amount needed for books and the availability to pay such fees. Any and all Apprentices whose fees have not been paid may not be allowed to attend the first or any subsequent class until the fees are paid. **The apprentice will be recorded as absent for any classes missed because of failure to pay.**

## **On-The-Job Training**

The apprentice is required to receive a *minimum* of 850 hrs. of on-the-job training for each step advancement and raise. The apprentice is required to receive 1700 hrs. of on-the-job training to advance to the next year of apprenticeship. The Committee will attempt to keep the apprentice employed throughout the apprenticeship period but cannot guarantee such employment due to economic factors. Therefore, the apprentice must accept jobs when offered and will not have the right to turn down work without the Committee's approval.

The apprentice must also abide by the following:

1. **At no time may an apprentice quit a job without prior approval of the JATC.** Doing so may result in disciplinary action by the JATC.
2. **At no time** may an apprentice solicit his/her own job. Doing so may result in disciplinary action by the JATC and also the Executive Board, for this is also an infraction of Local 525's Working Rules and Bylaws.

If an apprentice has a legitimate problem on the job, the apprentice should first approach the journeyman for help. If this does not help, the apprentice should advise the job steward of the situation. If there still is no satisfactory resolution of the problem, then the apprentice should go to the Coordinator and explain the situation. The Coordinator will then work with the Company Apprentice Representative to resolve the issue. If the problem is not resolved, then the Coordinator will bring the issue to the attention of the JATC who will decide what will be done about the problem. This chain of command *must* be followed so that proper control of the workforce can be maintained.

The above procedure may take a few days or even weeks. However, the free movement of apprentices from employer to employer cannot be allowed. The apprentice is too valuable an asset to the employer and it would be too difficult to monitor the progress of the apprentice if this were to take place.

Part of the acceptance of apprenticeship is the obligation to your employer to show up for work every day and on time. Absenteeism and tardiness at work causes too much disruption in the employer's work schedule and may even cost the employer a significant amount of money if all who are scheduled to work at a certain site fail to show up. If an apprentice continues to have absentee and tardiness problems at work, the apprentice will be brought before the JATC **and disciplinary action will be taken.** This "lack of interest in the job" will not be tolerated. If an apprentice cannot fulfill the obligation to the apprenticeship and the employer, the JATC will take action and find someone who will.

If there are legitimate problems that do not allow the apprentice to work on a certain day, please **call in to the employer**. Allow them at least this courtesy so that they may adjust their schedule if possible. If there is a problem and the apprentice cannot go to work for a significant length of time, advise the employer of this fact. Please also advise the Apprenticeship Office of the situation. With these simple steps you may be able to keep your job with this employer and also keep from losing your apprenticeship.

### **Work Progress Reports**

It is the responsibility of the apprentice to fill out the work progress reports and turn them in to the Apprenticeship Office. (See the following section on Work Progress Reports and Evaluations on how to fill out the report.) The **Work Progress Report** is due on the **1<sup>st</sup> day of the month following the month for which the report is due and no later than the 8<sup>th</sup> of the month. The report will not be counted late until after the 8<sup>th</sup>**. For example, the report for August is due on September 1<sup>st</sup> and so on. For each day that the report is past due the apprentice's **next scheduled pay raise will be delayed by one week**. If the apprentice does not turn in the report or is continually late turning in the report, the apprentice will be informed in person or by certified mail to appear before the JATC to explain why. The JATC will then decide on the apprentice's status in the program and if any disciplinary action will be taken. This disciplinary action may include probation, suspension or cancellation from the program.

### **Disciplinary Appearance before JATC**

The JATC has found that most of the apprentices appearing before the JATC for serious disciplinary reasons have had drug or alcohol problems. In order to be able to discern the nature of the apprentice's problems and to be able to help the apprentice overcome these problems, the following policy will be put into effect.

An apprentice who appears before the JATC for disciplinary reasons **will be required to take a Drug and Alcohol Test immediately after being notified in person or immediately after receiving, by registered mail, notification to appear before the JATC**. If the Drug and Alcohol Test is not taken in a timely manner (within one day of notification or receipt of notification) or the JATC does not have the results of the test before the meeting, the JATC may not hear the apprentice's case which may result in further disciplinary action by the JATC. The apprentice must return the receipt from the drug test facility to the Training Center within 24 hours of testing to show proof the test was taken.

**If the apprentice does not attend the mandatory disciplinary meeting without proper excuse and proper notification to the Training Center Office, the apprentice will be immediately cancelled.**

All actions taken by the JATC may be appealed at the next scheduled JATC meeting by notifying the Training Office at least two weeks before the meeting. If the appeal is denied



the action may be appealed to the Governor's Office of Workforce Innovation (OWINN)'s Office of Workforce Innovation (OWINN).

### **Disciplinary Probation Period**

The JATC may place an apprentice who appears before them for a disciplinary reason into a **disciplinary probation period** so that the apprentice may rectify the problems that are causing the infraction of the rules in school or on the job. During this period the coordinator and the employer will closely monitor the apprentice to ensure that progress is being made. If during that probationary period there is another infraction of any of the rules and regulations, the apprentice will again appear before the JATC and a decision will be made on the apprentice's cancellation. It has been the policy of the JATC that if there is a violation of probation the apprentice will be cancelled. If by the end of the period there have been no more infractions and the apprentice has made progress, the probation will be lifted and the apprentice will be returned to good standing status.

**If an apprentice is on disciplinary probation at the time of the scheduled pay raise the raise will not go into effect until the probation is satisfactorily completed. All outstanding and accrued penalties will be assessed at the completion of the probation period.**

### **Smoking Areas**

There will be **no smoking** allowed in any building or classroom areas. Smoking will be allowed only outside of the buildings. Please remember to use the ashtrays available.

### **Dress Code for School**

Apprentices attending school will be dressed appropriately for the activity they are partaking in. Shop classes will require the apprentice to wear normal work attire consisting of pants, shirt with sleeves of at least 4 inches in length and work boots. Regular classroom attire is the same with the exception that tennis shoes may replace boots for classes with no shop time. **ABSOLUTELY NO SHORTS, TANK TOPS OR OPEN TOED SHOES ALLOWED AT SCHOOL WHATSOEVER.** Any apprentice showing up for class wearing any of these items will be immediately asked to leave and be marked absent for the class period.

## Food and Drink

**Eating and drinking is not allowed in any class or shop.** Food in the class poses a distraction to the instructor and other students. Please eat before you attend class. Vending machines are available to the students. Microwaves are also available in the vending machine areas for students. Eating and drinking is only allowed in the hallway, in designated break areas by vending machines and in the parking lot. **Please pick up all your trash and dispose of it properly.** Anyone entering class with food or drink will be asked to dispose of it or leave class. **(Bottled water is acceptable to have in class).**

## Non Discrimination and Harassment Policy

The Pipe Trades Joint Apprentice and Journeyman Training Committee for Southern Nevada recognize the right of all apprentices and journeymen to work in an environment where individual dignity is respected. Discrimination against or harassment of apprentices or journeymen by employers, supervisors, other apprentices or journeymen, or other employees on the job site should not be tolerated. This also includes sexual harassment as well as discrimination or harassment on the basis of race, color, religion, national origin, sexual preference, age and disability.

Sexual harassment includes such conduct as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where: (a) submission to such advances, requests or conduct is made a condition of employment or job status, either explicitly or implicitly; or (b) such conduct has the purpose or effect of unreasonably interfering with an apprentice's or journeyman's work performance because it creates an intimidating, hostile or offensive environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to, lewd or sexually suggestive touching or other physical conduct, or any display of sexually explicit pictures, magazines, cartoons or other graphic material.

Harassment includes verbal or physical conduct that denigrates or displays hostility toward an individual because of his or her race, color, religion, gender, sexual preference, national origin, age, or disability, or that of his or her friends, associates or relations, and that has the purpose of creating an intimidating, hostile, or offensive working environment or unreasonably interfering with a person's work performance, or otherwise adversely affects an apprentice's employment opportunities.

Harassing conduct may include, but is not limited to:

- (a) Epithets, slurs, or negative stereotyping;
- (b) Threatening, intimidating, or hostile acts;
- (c) Written or graphic material in the workplace that denigrates or displays hostility toward another because of his or her race, color, religion, gender, sexual preference, national origin, age or disability.

Any apprentice who believes he or she has been discriminated against or harassed may report the incident immediately to the Training Coordinator, Business Agent or Business Manager. All apprentices and journeymen have the right to file charges of discrimination through the Master Labor Agreement Grievances and Arbitration Procedures, Local Union 525 Executive Committee and with the appropriate State and Federal anti-discrimination agencies.

State and Federal law requires that the JATC investigate claims of discrimination or harassment of apprentices on the job. The Union will cooperate in the JATC's investigation consistent with its obligations under State and Federal law. Efforts will be made to ensure confidentiality, but absolute confidentiality cannot be guaranteed. Confidentiality will be safeguarded to the extent possible consistent with conducting a full investigation and the obligation to protect the rights of all involved.

Retaliation by the JATC against an apprentice for reporting a complaint or participating in an investigation is prohibited and may constitute a separate violation of the law.

Any and all apprentices who are believed to be involved in any of the aforementioned behavior will be informed in person or by certified mail to appear before the JATC. The JATC will then decide on the apprentice's status in the program and if any disciplinary action will be taken.

## **Union Membership Information**

### **Union Dues**

A working assessment will be deducted automatically from all Local 525 members. This amount is 3.5% of gross wages. Union dues will be required from the apprentice and paid monthly in the amount of \$29.00. Dues must be paid each month at the Union Hall. If an apprentice falls three months in arrears the apprentice will be deemed delinquent and then must pay the total amount up-to-date plus a re-instatement fee. If this occurs the apprentice will not be eligible for dispatch until all fees are paid in full by cash amount or money order. If dues fall six months in arrears the apprentice will be expelled from membership in the United Association.

When the dues are paid all other items such as PAC Committee fee (optional but encouraged), Death Benefits (\$12.00 dollars are paid initially then \$6.00 for each member's death thereafter), Executive Board Fee (optional but encouraged), are deducted before the dues amount. This will lead to larger amounts due than the three times the hourly wage. Dues may be paid at the Union Hall Monday through Friday from 8:00am to 12:00pm and 1:00pm to 4:30pm or they may be mailed in.

### **Initiation**

The new apprentice will be initiated into membership of the United Association as soon as



possible after signing the apprenticeship agreement. A fee of **\$245.00** will be due before the initiation date. This is in addition to the normal dues and fee amounts. The apprentice must have the initiation fee paid and dues current to be initiated. The coordinator will make all arrangements, check all fees, give the names to be initiated to the President of the Local, and notify the apprentices.

### **Dispatch of Apprentices**

When an Apprentice leaves a company's employ for any reason the apprentice shall notify the **Apprenticeship Office and the Union Hall Office**. Make sure that both the Business Agent and the Union Hall office personnel are notified.

An apprentice that is unable to work because of illness or injury shall furnish a doctor's excuse to the Training Center Office and the Dispatcher's Office. In order for the apprentice to be dispatched again, the apprentice must furnish a doctor's release to both offices.

To be eligible for dispatch the apprentice will be required to register in person between 8:30 am and 9:15 am on the morning of dispatch. The receipt showing your current Union Dues status and your clean card will be necessary for your name to be called for Roll Call. Roll call will begin at 9:30 am and will conclude when all jobs for that particular day are filled. The number of jobs available for apprentices will be posted on the **Job Hot line (702-438-3291) after 5:00 pm** or will be listed on the board the morning of roll call.

The apprentice will not have choice of jobs but will be dispatched by order on the apprentice out of work list. The dispatcher will notify the apprentice by phone if the apprentice does not show for Roll Call. Dispatch to any particular job will also take into consideration the apprentice's Work Process hours if a choice between jobs is available. The Training Center Office will provide the current Work Process hours to the dispatcher when the apprentice reports out of work.

An apprentice who refuses a dispatch will be informed in person or by certified mail to appear before the JATC. The JATC will then decide on the apprentice's status in the program and if any disciplinary action will be taken

Only List One members and pre-apprentices/helpers may be requested for work by name.

Be sure to always notify both the **Apprenticeship Office and the Union Hall** on any change of telephone number or address.

Each apprentice is required to read these rules and regulations and the Apprenticeship Standards, to understand same, and to agree to abide by them by signing below.

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Name

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Signature

---

Address

---

Date

---

City                      State                      Zip

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Telephone Number

## **Apprentice Evaluation and Apprentice Work Progress Report Policy**

In order to ensure that our apprentices are attaining the appropriate hours of on-the-job training in the various aspects of our trade commensurate with the number of hours guaranteed to them by the Apprenticeship Agreement, the Joint Apprentice and Journeyman Training Committee will institute the following policy.

### **Employer Apprentice Representative**

Each individual employer shall appoint an individual within the organization, whether it be a superintendent, general foreman, foreman, or other management employee, to act as the employer's Apprenticeship Representative. The Representative shall oversee the placement of all apprentices within the company, the selection of appropriate supervising journeymen, and the evaluation twice yearly of each apprentice. The Representative shall be responsible for the apprentice's work experiences on the job and shall work with the Training Coordinator to ensure the apprentice receives the correct process of work hours. The Representative shall thus be the point of contact within the organization for the Training Coordinator when consultation is needed. The Training Coordinator will keep the Apprenticeship Representative abreast of the progress of the apprentices under the Representative's supervision. The employer shall advise the Training Coordinator of any replacement of the Apprenticeship Representative.

### **Apprentice Evaluation Form**

Each Apprentice shall be evaluated in eight categories pertaining to the apprentice's on-the-job training. This evaluation shall be conducted by the apprentice's supervising journeyman and Apprenticeship Representative. The evaluation will be required twice yearly the month before each scheduled step raise for the apprentice.

The Evaluation Form is divided into eight separate categories each of which requires a determination of appropriate grade. To simplify matters grades of Excellent, Above Average, Satisfactory, Below Average, and Unsatisfactory are to be marked on the form. Excellent denotes that the apprentice has mastered or shown exceptional capabilities or attributes. This should be a rarely given grade used only in special instances. Satisfactory denotes that the apprentice has shown adequate or sufficient capabilities or attributes. This should be the average grade for apprentices. Unsatisfactory denotes a measurable incompetence in work processes and an inability to learn or failure to attempt to learn, or a measurable negative attribute. This should also be a rarely used grade but the journeyman and representative should not resist giving this grade when it is truly deserved. Only when our apprentices are fairly and correctly graded can we determine if the apprentice is progressing and will be an asset to the employer and the union, or is unable to perform duties asked, will not try, and has become a detriment to the employer and the union.

The Journeyman and Apprentice Representative shall qualify each grade by commenting on the reasons for awarding the grade with examples if possible. There is a Comments section on the form in each category for this use with the use of additional sheets recommended if needed.

The eight categories used on the Apprentice Evaluation Form are:

- **Ability:** The capability of the apprentice to perform the task at hand or follow and accept instructions and training.
- **Quality of Work:** The craftsmanship used or displayed by the apprentice in performance of tasks.
- **Quantity of Work:** The amount of tasks the apprentice is capable of completing correctly in a given amount of time.
- **Dependability:** The reflection of the apprentice's punctuality and absenteeism.
- **Initiative:** The apprentice's ability to work without constant direction from the journeyman and to recognize and move on to the next task without prodding.
- **Attitude:** The apprentice's overall demeanor which should also include appearance, behavior, and bearing.
- **Work Relations:** The manner in which the apprentice works well with others which includes the journeyman, other journeymen and apprentices, supervisory employees, and members of other crafts.
- **Safety:** The willingness of the apprentice to use safe working procedures and personal protective and other safety equipment.

### Signatures

The Evaluation Form contains areas for the signature of the supervising journeyman, the employer representative and the apprentice. Each form must contain all three signatures to properly verify the evaluation.

### Time Period

The evaluation will be required twice yearly. The dates are normally from July 1 to December 31, and from January 1 to June 30. The form will be due at the Pipe Trades Training Center on the 15<sup>th</sup> of February and the 15 of August. This will allow enough time for the Training Coordinator to review the forms and recommend step raises for the apprentices to the JATC.

Pipe Trades Joint Apprentice and Journeyman Training Committee for Southern Nevada  
**Apprentice Evaluation Form**

Apprentice: \_\_\_\_\_ Signature of Apprentice: \_\_\_\_\_

Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Journeyman: \_\_\_\_\_ Journeyman Printed Name: \_\_\_\_\_

Signature of Foreman: \_\_\_\_\_ Foreman Printed Name: \_\_\_\_\_

A review of each apprentice by his/her employer is requested twice yearly by the JATC. Please rate apprentice in all sections and provide comments. This will allow us to properly evaluate the apprentice for determination of step raise. Thank you for your cooperation.

Review Factors - Mark one box

<b>ABILITY:</b> Excellent Above Average Average Below Average Unsatisfactory	
<b>QUALITY OF WORK:</b> Excellent Above Average Average Below Average Unsatisfactory	
<b>QUANTITY OF WORK:</b> Excellent Above Average Average Below Average Unsatisfactory	
<b>DEPENDABILITY:</b> Excellent Above Average Average Below Average Unsatisfactory	
<b>INITIATIVE:</b> Excellent Above Average Average Below Average Unsatisfactory	
<b>ATTITUDE:</b> Excellent Above Average Average Below Average Unsatisfactory	
<b>WORK RELATIONS:</b> Excellent Above Average Average Below Average Unsatisfactory	
<b>SAFETY:</b> Excellent Above Average Average Below Average Unsatisfactory	

## **Apprentice Work Progress Reports**

The Apprentice shall keep a daily record of the number of hours worked in each type of work process. This record shall be the Apprentice Monthly Work Progress Report which shall then be returned to the Training Office by the **1<sup>st</sup> of the following month**. The form will contain apprentice address and telephone information, employer and job site status, and the signature of the job foreman for verification of the reliability of the work hour information. It shall be the responsibility of the apprentice to track the daily work hours and correctly fill out the other information contained on the form and to obtain the foreman's signature. It shall also be the responsibility of the apprentice to return the form either by hand or by mail by the date required. If an apprentice has more than one employer during the month a separate form shall be used for each employer.

The Apprenticeship Office shall file the Work Progress Reports in each individual apprentice's jacket and track the progress of each individual apprentice's total hours of required work processes. The Coordinator shall advise the JATC regularly of each apprentice's progress and recommend action, if any, to be taken.

When it becomes clear that there is a discrepancy between the hours required for each work process and the actual hours worked by the apprentice, the Coordinator will confer with the Employer's Apprentice Representative and attempt to have the apprentice moved to a different job process within that employer. However, if there is no job involving the work process needed, or the Coordinator and the Representative cannot agree to move the apprentice, the Coordinator shall report to the JATC and recommend appropriate action. The JATC shall make a determination of action to be taken which can include moving the apprentice from that employer to another employer where the work process is available as stated in the Apprenticeship Standards.

### **Work Progress Report Work Processes**

The various work processes contained in the Apprentice Work Progress Report are meant to represent most of the work encountered in the normal working day. There will always be some types of work that may not fit any of the processes on the report. The procedure then is to place the time worked in the process that comes closest to identifying the work being performed.

In filling out the form it is not necessary to put down any process time that is under one hour except for Safety and Use and Care of Tools. It is not expected that the apprentice spend an inordinate amount of time filling out the form but it should be an effortless task to fill out the form if the apprentice will do it daily.

The following is an explanation of the Work Processes contained on the Apprentice Work Progress Report and the number of hours expected to be completed during the five years of apprenticeship.

### **Use and Care of Tools - 500-650hrs**

This process covers any and all instruction given by either the employer or a journeyman to an apprentice on the use and care of any tool, large or small, powered or hand operated. This can include scheduled instruction such as seminars on Hilti Powder Actuated Tools or simply the instruction by a journeyman on how to use a torque wrench properly. Some of the instruction can fall into the next process - Safety - but use either one or the other not both for those hours.

### **Safety - 200-300hrs**

This process covers any and all instruction given by either the employer or a journeyman to an apprentice on any subject having to do with safety. This includes all safety meetings on the job attended by the apprentice. This can also include any safety training given such as Hazardous Material Handling or fall protection. It can also include safety tips given by a journeyman to the apprentice. There are a relatively small amount of hours given to this process but safety should be a part of everything done in the construction field and all of the processes will include safety training for that process. This category should be used for time spent specifically on the safety aspects of the trade.

### **Copper Soldering and Brazing - 1000-1300hrs**

This process includes any and all installation, layout, soldering and brazing of copper pipe, tube, and fittings using any and all of the various filler metals and alloys available. This will include all copper domestic hot and cold water lines, copper hydronic heating and cooling lines, and any other piping made with copper pipe, tube and fittings and any supporting hangers.

### **Drainage, Waste, and Vent and Roof Drains - All Materials - 1100-1400hrs**

This process includes any and all installation, maintenance, and layout of drainage, waste, and vent, and roof drain piping and hangers using any materials allowed including plastic, cast iron, and copper DWV pipe and fittings. This includes sewer system mains, manholes, building sewers, building drains, interceptors, clarifiers, grease traps, and all DWV stacks, mains, branches inside or outside the building. In other words any DWV piping from, and including, the sewer plant to the outlet of the trap, and any roof drain piping from the drain to its termination and also including all storm drainage piping.



### **Plumbing Fixtures and Layout - 900-1100hrs**

This process includes the installation and maintenance of any and all plumbing fixtures and supports, the trimming out of plumbing fixtures, and the tying in of plumbing fixtures to the drainage and water systems including indirect wastes. Plumbing fixtures will include all waste and water receptacles such as sinks, lavs, water closets, floor drains, drinking fountains, etc., made of any materials such as stainless steel, cast iron, plastic, etc.

This process will also include the physical laying out of plumbing fixtures in both the finish and rough plumbing stages, and can include the underground stage when figuring the measurements for the fixture rough-in. It will also include the physical laying out of the canning for fixtures and piping. Note that this only includes the layout (the use of prints and rough-in sheets and the marking of the measurements on floor or wall for the pipes or fixtures to penetrate) and not the actual installation of the pipe.

### **Process Piping - Air, Gas, Liquids etc. - 550-850hrs**

This process includes the installation of any and all process piping and supporting hangers. This will include piping for air, natural and liquefied petroleum gas, chemical lines, and any other piping not included in the domestic water system, the HVAC system, and the plumbing system. Process piping can include all approved materials such as black iron, galvanized, stainless steel, plastic, glass, etc. **except copper pipe and fittings.**

### **Rigging and Pipe Supports - 300-500hrs**

This process includes the preparation and the moving and securing of any pipe, fittings, equipment, etc., using cranes, chain falls, ropes, pulleys, come-alongs or any other similar apparatus. Note that this does not include the actual final bolt-up or installation of pipe, fittings, equipment, etc. This should be included under the appropriate process for the type of pipe, fittings, equipment, etc.

This process also includes the installation of pipe or equipment supports not including normal pipe hangers. The supports can be free standing or welded but should be substantial enough as to be considered a separate job in itself. This may also include seismic supports which are separate from the method of hanging or supporting pipe, fittings, equipment, etc. Note also that any time actually welding on the supports should be shown under the Welding process but only if it includes a significant amount of time.

### **Pipe Welding Layout - 300-550hrs**

This process includes the measuring, marking out, fitting, bending, or preparing of pipe, fittings, plate or other similar materials to be welded. This process shall include any and all types of metals that can be welded or fused together using any welding process.

### **Welding and Oxygen and Acetylene Cutting - 300-600hrs**

This process includes the actual cutting of any metallic pipe, fittings, or plate using an oxygen/acetylene torch or plasma cutter. This process also includes the actual welding of metallic pipe, fittings, or plate using any arc welding process including orbital welding.

### **HVAC Piping and Equipment 950-1250hrs**

This process includes the laying out, installation, insulation, start up, and maintenance of any pipe, fittings, hangers, equipment, etc., used for the purpose of heating, venting, and air conditioning. This process includes all types of approved pipe, fittings, equipment, etc., **except copper pipe and fittings**. This includes heating, cooling, and condensate lines **except refrigerant lines**. This also includes steam and hydronic lines.

### **Refrigerant Piping - 300-550hrs**

This process includes the lay out, installation, and maintenance of any pipe, fittings, hangers, equipment, etc., used for the purpose of carrying refrigerants. This includes all appropriate materials **including copper pipe and fittings**. This shall also include the insulation, evacuation and charging of refrigerant lines and equipment.

### **Refrigeration or Equipment Controls - 200-400**

This process includes the lay out, installation and maintenance of automatic control lines, electric, air, or hydraulic, and hangers, used to control refrigeration, heating and cooling equipment, or any other system needing automatic controls. This will include the calibration of the control system but will not include the actual installation of the control device unless it is a separate operation from the installation of the piping or equipment.



Pipe Trades Training Center - UA Local 525  
Apprentice Work Progress Report

No. 3972

PHONE: (702) 459-3473 ~ FAX: (702) 459-2901 ~ www.jatc525.com

REPORTS ARE DUE BY THE 1ST OF EVERY MONTH\*

\*Reports submitted past the due date will receive a delay in pay on the next scheduled paycheck period. If event delay in pay for each day this report is late.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Apprentices Class:  Change?  
 Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  Change?  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_  Change?

Current Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_ Previous Employer/Layoff Date (if applicable): \_\_\_\_\_

Day of Month	January	February	March	April	May	June	July	August	September	October	November	December	# of Hours for each Process																										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
Use/ Care of Tools																																							
Safety																																							
Copper/ Soldering & Brazing																																							
DWV & RD All																																							
Materials Piping																																							
Fixtures & Layout																																							
Process																																							
Piping-air, gas, liquids																																							
Rigging & Piping																																							
Supports																																							
Pipe																																							
Welding																																							
Layout																																							
Welding & Oxy/ Acet.																																							
Cutting																																							
MVAC																																							
Piping & Equip.																																							
Refrig.																																							
Piping or Equip.																																							
Controls																																							
												<b>TOTAL # OF HOURS:</b>																											

Apprentice Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SAMPLE FORM WORK PROGRESS REPORT

# **Curriculum**

(Curriculum is being reviewed and is subject to change)

## **First Year Plumbers/Pipe Fitters Course Description**

### **I. Related Mathematics**

This Introductory course for the newly selected apprentice will provide instruction in related mathematics for the piping trades in subjects such as pipe measurements and formulas.

#### **Texts - Related Mathematics**

Published by: International Pipe Trades Joint Training Committee, Inc.  
Landover, MD

### **II. First Year Apprentice Training**

These courses will provide a general introduction to our industry while also preparing the apprentice for subsequent training. The apprentice will receive instruction in several areas allowing for him to become familiar with as much of our trade as possible so that he might become an asset to any employer as soon as possible. These areas will include job safety, use and care of tools, recognition of pipe and fittings and related material, trade-related math, trade-related science, rigging, drawing and blueprint reading, soldering, brazing and basic electricity. Also included, as mandated by the United Association, will be instruction in the history of the Union movement, UA heritage, and the responsibilities of today's union members. There will also be presentations from various guest speakers on certain aspects of the trade and our community. The apprentice must pass the math course with a minimum of 75%. Failure to pass may result in cancellation from the program.

#### **Texts - Job Safety and Health**

Related Mathematics

Related Science and Mechanics

Drawing Interpretation and Plan Reading

Use and Care of Tools Manual

Rigging Manual

Soldering and Brazing Manual

Pipe, Fittings, Valves, Supports and Fasteners

Your Heritage and Future in the Pipe Trades

Published by: International Pipe Trades Joint Training Committee, Inc.  
Landover, MD

## Plumber / Pipefitter Apprenticeship Curriculum

### First Year Regular School Year 246hrs.

Subject	Texts	Hours	Notes
Orientation		3 hrs	All Must Attend
Heritage	Your Heritage and Future in the Pipe Trades	15 hrs	
Job Safety	Job Safety & Health	16.5 hrs	
Use and Care of Tools	Use and Care of Tools	21 hrs	
Trade Math	Related Mathematics	40.5 hrs	
Rigging	Rigging Manual	25.5 hrs	
Related Science	Related Science	21 hrs	
Blueprint Reading and Drawing	Drawing Interpretation and Plan Reading	25.5 hrs	
Pipe and Fitting Recognition	Pipe, Fittings, Valves, Supports and Fasteners	40.5 hrs	
Soldering and Brazing	Soldering and Brazing Manual	31.5 hrs	
Final Exams		6 hrs	

## Second Year Plumbers/Pipe Fitters Course Description

### I. Second Year Apprentice Training

These courses will provide an in-depth introduction to the plumbing trade. The apprentice will receive instruction in five main areas. Water Supply, which will include water treatment, mains and services, supply systems, cross connections, hot water supply, valves and pumps. Drainage, which will include sewage disposal, sewers and mains, building drainage systems, traps, and venting. Plumbing Fixtures, which will include installation of fixtures, appliances, accessories, and fixture controls. Gas Installations, which will include natural, liquefied petroleum, and two pound gas systems, gas appliances and controls, sizing and venting gas systems, and medical gas systems. Drawing and Blueprint Reading will be involved with the other areas of instruction by way of illustration and as a course of instruction in itself. Instruction will also be supplemented with references to the application of the Uniform Plumbing Code to these different subjects.

Instruction in this course will also include hands-on training in the various aspects of the trade to include brazing, soldering, pipe threading, Victaulic systems training, press fit systems, cast iron, plastic pipe plumbing installations, and others.

#### Texts - Water Supply

Drainage

Plumbing Fixtures and Appliances

Gas Systems

Braze

### Plumber / Pipefitter Apprenticeship Curriculum

#### Second Year Regular School Year 246hrs.

Subject	Text	Hours	Notes
Orientation	Apprenticeship Booklet	3 hrs	All Attend
Drainage	Drainage 2012 UPC Illustrated Manual	40 hrs	
Water Supply	Water Supply 2012 UPC Illustrated Manual	50 hrs	
Plumbing Fixtures and Appliance	Plumbing Fixtures and Appliances	45 hrs	
Gas Systems	Gas Systems	60 hrs	
Braze		48 hrs	



## **Third Year Plumbers/Pipe Fitters Course Description**

### **I. Third Year Apprentice Training**

#### **A. Welding**

This course is to be designed for the beginning apprentice welder and will consist of instruction in Oxy-acetylene safety, welding safety, Oxy-acetylene cutting, shielded metal arc welding ( structural and pipe ), proper welding procedures, welding theory, basic metallurgy, pipe preparation, and pipe fit-up. There will be tests in safety, theory, procedures, rod identification, and a welding exam of both structural and pipe welding. All 3<sup>rd</sup> Year students must attend this portion of the class for 1<sup>st</sup> semester.

#### **Texts - Welding Workbook**

Published by: International Pipe Trades Joint Training Committee, Inc. Landover, MD

#### **B. Pipe Welding Layout**

This course will consist of instruction in fabrications of piping intersections and offsets. Also included will be instruction in the making of templates and their use, trade mathematics, methods of laying out angles, offsets, and other appropriate fittings. The apprentice will prepare the fabrications, fit and tack them but not weld them out.

#### **Texts - Ordinances for 1000 Pipe Intersections by S. D. Bowman**

Published By: Claitor's Publishing Division, Baton Rouge, LA

#### **The IPT Pipe Trades Handbook- by Robert A. Lee**

Published By: IPT Publishing and Training LTD., Alberta, CA

#### **C. Advanced Welding**

This course will consist of more intense, in-depth welding. Students will be covering stick, TIG, MIG, welding processes and will have to pass a 6G welding test to satisfaction.

#### **D. Advanced Pipefitting**

This course will consist of more complicated piping offsets, miters, math, and obstacles. There will also be a segment on the cutting torch.

## Plumber / Pipefitter Apprenticeship Curriculum

### Third Year Regular School Year 246hrs.

Subject	Text	Hours	Notes
Orientation	Apprenticeship Booklet	3 hrs	All Attend
Oxy-Fuel Cutting and Welding SMAW	Oxy-Fuel Cutting and Welding and Shielded Metal Arc Welding Manual	185 hrs	
Pipefitting		61 hrs	

### Fourth Year Class Plumbers/Pipe Fitters Course Description

#### I. Fourth Year Apprentice Training

##### A. Refrigeration & HVAC

This course is designed to give the apprentice a basic overall knowledge of refrigeration. The apprentice will receive instruction in the principles of refrigeration and refrigerants, evaporators, compressors, condensers, the various valves and fittings used in the system, and refrigerant piping. The apprentice will also be instructed in pneumatic controls, line and low voltage controls installation, and become familiar with Direct Digital Control/Building Automation System. Special emphasis will be given to the installation of refrigeration equipment, refrigerant piping, and the various valves and fittings. The apprentice will be expected to be able to install and start up a system after this class, not necessarily troubleshoot and repair a refrigerant system. Skills such as brazing and use of testing, evacuation and charging equipment will be taught. The HVAC portion will consist of instruction in the basic knowledge of heating and air conditioning systems. Topics will include pumps, steam systems, boilers, hydronic systems, central air systems, and industrial pipefitting installations. Emphasis will be given to the systems which are especially applicable to our local jurisdiction. Blueprint reading, isometric drawing, and mechanical room layout will also be a feature of this class.

#### Texts - Refrigeration Manual for Steamfitter Pipefitter Apprentices

Published by: International Pipe Trades Joint Training Committee, Inc.  
Landover MD

#### Hydronic Heating and Cooling Manual

#### Bell and Gossett Engineering and Design Manual

Published By: Richard S. Dawson Co.

### C. Steam Systems

This class will consist of providing a basic knowledge of a steam system. Emphasis will be given to systems that are applicable to our area and trade.

#### Texts - Steam Systems

Published by: International Pipe Trades Joint Training Committee, Inc. Landover MD

### D. Hydronic Systems

### E. Pumps

These courses will consist of instruction in the basic knowledge of heating and air conditioning systems. Topics will include pumps, hydronic systems, central air systems and industrial pipefitting installations. Emphasis will be given to the systems which are especially applicable to our local jurisdiction. Blueprint reading, isometric drawing, and mechanical room layout will also be a feature of this class.

### F. Crane Signaling

This course will promote uniform administration and enforcement of UA Crane Signal Person qualifications and certifications, and promote a level of qualification standard, which will support safety, quality, and economical Crane Signal Person activities. In addition to classroom training, hands-on crane signaling practical exercises are required to be completed by each trainee.

## Plumber / Pipefitter Apprenticeship Curriculum

### Fourth Year

Regular School Year 231 hrs.

Subject	Text	Hours	Notes
Orientation	Apprenticeship Booklet	3 hrs	All Attend
Steam Systems	Steam Systems	60 hrs	
Hydronic Systems	Hydronic Heating and Cooling Manual	60 hrs	
Pumps	Pumps Manual	24 hrs	
EPRI Rigging		63 hrs	
Crane Signaling		24 hrs	
Tube Bending		12 hrs	

## **Fifth Year Class Plumbers/Pipe Fitters Course Description**

### **I. Fifth Year Apprentices Training**

#### **A. Uniform Plumbing Code - IAMPO**

This course will consist of instruction in plumbing techniques with special emphasis on the Uniform Plumbing Code and its application. Instruction will follow the codebook chapters with tests from the U.P.C. Study Guide and also instructor generated tests and/or questions. Instruction will concentrate on the application of the code to work that is defined by our jurisdiction of work, primarily new construction, commercial and industrial work. However, instruction will touch upon residential applications. Blueprint reading and isometric drawing will also be stressed with examples of prints and drawings used for instruction. The apprentice will be required to take and pay for the Clark County Plumbing Code Test and pass it to complete apprenticeship.

**Texts - The 2012 Uniform Plumbing Code (loose leaf binder)**

The Uniform Plumbing Code Illustrated Manual 2012

Published By: International Association of Plumbing and Mechanical Officials,  
2012

Clark County and City of L.V. Supplements to the 2012 Uniform Plumbing Code

Published By: Clark County and The City of Las Vegas Building Depts.

#### **B. Advanced Plan Reading**

This 54 hour class will provide instruction in plan reading and layout of various types of installations including plumbing, mechanical and other disciplines. Attention will be given to the correlation of the different disciplines and their related drawings.

**Texts – Advanced Plan Reading and Related Drawing**

Published by: International Pipe Trades Joint Training Committee, Inc. Landover,  
MD

#### **C. EPRI Rigging**

Certification is required for work on industrial sites as a rigger or as rigging supervisor. The program explains the complexities of working safely as rigging specialists and of piping industry requirements. Work site safety and the latest proven rigging techniques are primary areas of focus. Participants will receive instruction in the safe use and inspection of tools, equipment, and overhead cranes, and in the requirements for setup of mobile hoisting equipment. All appropriate ASME and OSHA requirements will be addressed in this course.

**D. Medical Gas**

**E. Turn Out Exam**

**Plumber / Pipefitter Apprenticeship Curriculum**

**Fifth Year  
Regular School Year  
246hrs.**

<b>Subject</b>	<b>Text</b>	<b>Hours</b>	<b>Notes</b>
Orientation	Apprenticeship Booklet	3 hrs	All Attend
Uniform Plumbing Code	2012 Uniform Plumbing Code Published By IAPMO	93 hrs	
Advanced Plan Reading and Related Drawing	Advanced Plan Reading and Related Drawing Manual	45 hrs	
Medical Gas		36 hrs	
Turn Out Exam		36 hrs	
Refrigeration/HVAC	Refrigeration Manual –Vol 1 & 2 Hydronic Heating & Cooling	30 hrs	

**PLEASE NOTE:**

**ALL TEXT BOOKS WILL BE THE CURRENT EDITIONS  
AVAILABLE FOR ALL YEARS AND CLASSES.**

**THE ANNUAL BOOK FEE AMOUNTS ARE NOT  
GUARANTEED AND ARE SUBJECT TO CHANGE AT  
ANY TIME THAT THERE IS AN INCREASE IN COST OF  
THE ACTUAL PURCHASE PRICE FOR ANY OF THE  
ABOVE REFERENCED BOOKS.**

**Class Schedule and Calendar**  
*(Coming Soon)*



