

Nevada State Apprenticeship Council Program Description

Sponsor's Name: Southern Nevada Teamsters
Convention Training

OCCUPATION DATA (one page for each occupation)

Occupation /Trade Name: Decorator (Trade Show Specialist)

Occupation RAPIDS Code: 0982 (REQUIRED)

Type: Time-based Competency-based Hybrid

Term Length (Hours): 2000 Probationary Length: 500

Total Employers: 87

Total Journeyworker: 3200

Total Anticipated Apprentices: 166

Minimum Apprentice Starting Wage: \$19.05

Minimum Journeyworker Starting Wage: \$31.75

RELATED TECHNICAL INSTRUCTION

Instruction Method: Classroom Shop Online / Correspondence

Instruction Provider: Vocational Education Community College Sponsor Other

Wages Paid During RTI after Hours?: Yes No

Hours Instruction Provided: During Work Hours During Non-Work Hours

Total Length of Instruction: 322 Hours

Instruction Provided by: Sponsor Other Source Both Sponsor & Other Source

Name/Address of RTI Provider(s): Southern Nevada Teamsters Convention Training

4490 Nexus Way, Bldg 2 Suite 102

N. Las Vegas, NV 89115

Nevada State Apprenticeship Council Program Description

Date: 1-23-18 Program Name: SONV Teamsters 631 Convention Training

Status: New Program Revision (to Program #: NV 004010037)

Sponsor's Name: SONV Teamsters 631 Convention Training

Address: 4490 Nexus Way, Bldg 2, Suite 102

City: Las Vegas County: Clark State: NV Zip: 89115

Sponsor's Contact Name: Crystal Vandyrke

Telephone Number: 702.651.0344 Extension:

FAX Number: 702.651-0528

E-MAIL: cvandyrke@631train.com

NAICS Code: 611513 (www.naics.com/)

EIN Number: 88 0231733

Program Type: (1) Individual Non-Joint (one company no union)
(2) Individual Joint (one company with union)
(4) Group Non-Joint (more than one company no union)
(3) Group Joint (more than one company with union)

Name of Bargaining Agency / Union (if applicable): Teamsters 631

CBA Waiver: Yes No

ATC: Yes No

REMARKS: _____



STATE OF NEVADA
Office of the Labor Commissioner
Nevada State Apprenticeship Council

APPLICATION FOR APPROVAL
ON THE JOB TRAINING & APPRENTICESHIP

Program Name Southern Nevada Teamsters Convention Training Program # NV004010037

Address 4490 Nexus Way, Bldg 2, Suite 102 City N. Las Vegas State/Zip NV Telephone 702-651-0344

Contact Person Crystal Vandylke Title Apprenticeship Coordinator Type of Program: GJ Svc Code _____

Ein # 88-0231733 Email Address: cvandyke@631train.com

Type of Action: (Check One) <input checked="" type="checkbox"/> A. Wage Increase <input type="checkbox"/> B. Revision of Standards <input type="checkbox"/> C. New Occupation <input type="checkbox"/> D. New Program	Type of Program: (Check One) <input type="checkbox"/> A. Individual Union <input type="checkbox"/> B. Individual Non Union <input checked="" type="checkbox"/> C. Group Union <input type="checkbox"/> D. Group Non Union <input type="checkbox"/> E. If Union Bargaining Unit	Journey Workers (JW) A. No. JW <u>3200</u> B. No. of Employers <u>87</u>	Pay Period (Circle One) <input checked="" type="radio"/> Weekly <input type="radio"/> Bi-Weekly Semi Monthly Pay Increases (Months) 3 6 12 Other
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TRADE INFORMATION

Occupation (use separate form for each occupation)	Term (OJT hours)	RTI (Classroom hours)	# Of Journey workers	# Of Apprentices in Training	Journey worker Hourly Rate	Days per Week
Tradeshow Specialist (Decorator)	2000	322	3200	166	31.75	5

HOURLY APPRENTICE WAGES BY PERIOD (Excluding Benefits) Top Line Dollar Amounts Bottom Line Percentages

Occupation	1 ST	2 ND	3 RD	4 TH	5 TH	6 TH	7 TH	8 TH	9 TH	10 TH
Tradeshow Specialist (Decorator)	\$19.05	\$22.23	\$25.40	\$28.58	\$	\$	\$	\$	\$	\$
	60 %	70 %	80 %	90 %	%	%	%	%	%	%
Fringe Benefits (\$ or %)	\$20.18	\$20.18	\$20.18	\$20.18						

Instructor	Occupation	Experience (Years)
Carol Ridgeway	Convention Worker Instructor	16 years
Trena Zamilo	Convention Worker Instructor	3 years

Date 12-19-17 Signature of Program Coordinator Crystal Vandylke

DO NOT WRITE BELOW THIS LINE

Approved: _____ Date _____
Disapproved: _____ Secretary Director of Apprenticeship Date _____



STATE OF NEVADA
Office of the Labor Commissioner
Nevada State Apprenticeship Council

APPLICATION FOR APPROVAL
ON THE JOB TRAINING & APPRENTICESHIP

Program Name Southern Nevada Teamsters Convention Training Program # NV004010037

Address 4601 E. Cheyenne, Suite 103 City Las Vegas State/Zip NV Telephone 702-651-0344

Contact Person Crystal Vandylke Title Apprenticeship Coordinator Type of Program: GJ Sic Code _____

EIN # 88-0231733 Email Address: cvandylke@631train.com

Type of Action: (Check One) <input type="radio"/> A. Wage Increase <input checked="" type="radio"/> B. Revision of Standards <input type="radio"/> C. New Occupation <input type="radio"/> D. New Program	Type of Program: (Check One) <input type="radio"/> A. Individual Union <input type="radio"/> B. Individual Non Union <input type="radio"/> C. Group Union <input type="radio"/> D. Group Non Union <input type="radio"/> E. If Union Bargaining Unit	Journey Workers (JW) <input type="radio"/> A. No. JW <u>3200</u> <input type="radio"/> B. No. of Employers <u>82</u>	Pay Period (Circle One) Weekly Bi-Weekly Semi Monthly Pay Increases (Months) 3 6 12 Other
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TRADE INFORMATION

Occupation (use separate form for each occupation)	Term (OJT hours)	RTI (Classroom hours)	# Of Journey workers	# Of Apprentices in Training	Journey worker Hourly Rate	Days per Week
Tradeshow Specialist (Decorator)	2000	322	3200	166	31.75	5

HOURLY APPRENTICE WAGES BY PERIOD (Excluding Benefits) Top Line Dollar Amounts Bottom Line Percentages

Occupation	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH
Tradeshow Specialist (Decorator)	\$19.05	\$22.23	\$25.40	\$28.58	\$	\$	\$	\$	\$	\$
Fringe Benefits (\$ or %)	60 %	70 %	80 %	90 %	%	%	%	%	%	%

Instructor	Occupation	Experience (Years)
Carol Ridgeway	Convention Worker Instructor	16 years
Trena Zamito	Convention Worker Instructor	3 years

Date 12-13-17 Signature of Program Coordinator Crystal Vandylke

DO NOT WRITE BELOW THIS LINE

Approved: _____

Disapproved: _____

Secretary Director of Apprenticeship _____ Date _____

APPRENTICESHIP STANDARDS

FOR

**DECORATOR (TRADE SHOW SPECIALISTS)
298.381-010**

FORMULATED BY:

**SOUTHERN NEVADA TEAMSTERS CONVENTION
TRAINING TRUST
OF
NEVADA**

IN COOPERATION WITH:

**OFFICE OF APPRENTICESHIP
U. S. DEPARTMENT OF LABOR**

REGISTERED WITH:

NEVADA STATE APPRENTICESHIP COUNCIL

Original Registration Date 11/08/2001
Last Revision 5/6/2016

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FOREWORD

The SOUTHERN NEVADA TEAMSTERS CONVENTION TRAINING TRUST (SNTCTT) recognizes the need for continuous training to maintain the high levels of skill and competence demanded in the Convention 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.

Further, recognizing that the responsibility for training rests with those in the industry, who are users of those skills, the SNTCTT 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.
- B. **Apprenticeship and Training Committee:** Means the Committee responsible for operating the program, SOUTHERN NEVADA TEAMSTERS CONVENTION TRAINING TRUST as described in Section II of these Standards hereinafter referred to as the “Committee”.
- If the Teamsters Convention Industry Training Trust does not appoint a separate Apprentice and Training committee, then “committee” as used hereafter means the Trust, and the committee members are the Trustees.
- C. **Employer:** Shall mean a person, firm or corporation signatory to the Standards.
- D. **Journeyman:** Means a qualified craft worker in the skilled trade of Convention Industry classification covered in these Standards.
- E. **Union:** Means Local Union 631, signatory to these Standards.
- F. **Apprentice:** Shall mean a person who has entered into a written Apprenticeship Agreement providing for employment and training under the terms and conditions of these Standards and, as such, shall constitute the only persons so employed.
- G. **Apprenticeship Agreement:** This term, which is synonymous with the word “indenture” as sometimes used, means the written document between the Apprentice and the Joint Apprenticeship 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 Nevada State Apprenticeship Council.

OWINN
555 E. Washington, Suite 4900
Las Vegas, Nevada 89101 (702) 486-8080

- I. **Apprentice Coordinator:** Means the individual assigned by the Apprenticeship and Training Committee to direct and coordinate daily training and OJT activities. The Apprentice Coordinator's duties shall include, but not be limited to supervision of apprentice records and files, dispatching in accordance with established SNTCTT policies and procedures, curriculum and the administration of temporary discipline.

- J. **Boot Camp:** A mandatory, three day pre-enrollment program, designed to measure candidates' commitment, determination, and physical aptitude upon offer of indentureship.

- K. **Standard Laboratory Evaluation:** Document completed by JATC, or designee, assessing the apprentice skill level prior to advancing to the next level or to journeyman.

II. SOUTHERN NEVADA TEAMSTERS CONVENTION TRAINING TRUST

A. Authority and Scope

There is hereby established an Apprenticeship and Training Committee which shall establish and administer rules and procedures governing the selection, training and transfer of apprentices, and for the training of journeyman and others.

B. Composition

1. The Committee shall be composed of not less than **four (4)** members representing the Employers and **four (4)** members representing the Union, each 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. Committee Members serve at the will of the organization which appointed them and may be retained or replaced by the appointing organizations.

C. **Procedures**

1. The Committee shall elect from its members a Union and Employer Co-Chair who shall retain right of vote on all matters.
2. Quorum at meeting shall consist of at least one (1) member representing the employers and one (1) member representing the union. Each group shall have a total vote equal to their total number of designated Committee members.
3. The Committee shall schedule regular meetings and shall establish the time and place of such meetings. A special meeting may be called when judged as necessary.
4. The Committee shall establish such other rules and regulations governing the administration of this program as it finds necessary, but all actions must show in the minutes.
5. The Co-Chairs will be charged with establishing a regular order of business and with conducting meetings in a businesslike manner. The Co-Chairs may also name regular or special committees to handle particular assignments.
6. The Co-Chairs or designee, shall be responsible for keeping minutes of all meetings, apprentice files, the registration of apprenticeship agreements, request completion certificates and notice of cancellations 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. **Duties**

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

the area covered by these Standards and to devise a system of apprentice selection that will assure the industry of competent workers and all candidates of equal opportunity.

4. To indenture, under a written agreement, all apprentices accepted for training under the provisions of these Standards.
5. To determine the kind and amount of on-the-job training and experience to be required of apprentices and to arrange for such experience and training through the participating employers.
6. To determine the kind and amount of supplemental related instruction to be required of apprentices and to arrange for such instruction to be provided. (Minimum of 144 hours per year)
7. To determine the adequacy of employers to provide adequate and reasonably continuous job training and supervision for apprentices and to regulate the number of apprentices to be allowed an employer within the established ratio of apprentices to journeymen.
8. To establish a system of maintaining records, reports, and examinations for 5 years, 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 many come within the scope of these Standards.
10. To determine when apprentices have satisfactorily met all requirements of their apprenticeship, to recommend their acceptance as Journeymen, and to obtain and award an appropriate "Certificate of Completion of Apprenticeship" to those satisfactorily completing all requirements of their Apprenticeship Agreement.
11. To register all Apprenticeship Agreements with the Nevada Apprenticeship Council within 10 days of signature and notify the Registration Agency of all subsequent apprentice actions taken by the Committee affecting these agreements, such as suspensions, cancellations and completions of apprenticeship.
12. To ensure that the coordinator attends all applicable meetings in regards to changes in state and federal law, and to ensure that the coordinator regularly attends seminars, classes, etc, in order to stay current with all

program requirements on both state and federal laws and guidelines.

13. 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.

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

III. QUALIFICATIONS FOR AND SELECTION OF APPRENTICES

A. Qualifications

1. Must be at least 18 years of age
2. Must possess the natural aptitudes essential to acquiring the skills of the trade
3. Must be physically able to perform all work of the trade with reasonable accommodation if necessary.
4. Must have a high school diploma or high school equivalency at time of application
5. Passing a drug test will be required upon the offer of indentureship.
6. Must provide a valid state issued photo identification
7. Must complete a performance-based “Boot-Camp” upon offer of indentureship

B. Procedures

1. The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, creed, sex, sexual orientation, religion, disability or national origin. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and equal employment opportunity regulations of the State of Nevada. **AFFIRMATIVE ACTION PLAN, SEE ATTACHMENT # 3.**
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 # 4.
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.

IV. RESPONSIBILITIES OF APPRENTICES

The Joint Apprenticeship and Training Committee should impress upon all indentured apprentices that in signing the apprentice agreement, they have voluntarily agreed to abide by the provisions of 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 SNTCTT and the Nevada State Apprenticeship Council.
- C. To regularly attend and satisfactorily complete the required related instruction as provided.
- D. To develop safe working habits and conduct themselves in their work in such a manner as to assure their own safety as well as that of their fellow workers.

E. To conduct themselves at all times in a creditable, ethical and moral manner, realizing that much time, money and effort will be spent in affording them an opportunity to become skilled craft workers.

V. APPRENTICESHIP AGREEMENT

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

B. 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.

C. 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.

D. Each Apprenticeship Agreement will be registered with the Nevada State Apprenticeship Council. Send the original and one copy to the Nevada State Apprenticeship Council.

- A. The Committee,
- B. The Apprentice,
- C. The Nevada State Apprenticeship Council, original and one copy.
- D. The Veterans Administration if applicable

VI. CREDIT FOR PREVIOUS EXPERIENCE

A. All applicants shall undergo the selection procedure described in Section III of these Standards. 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 to substantiate their claims.

- B. They shall undergo the regular probationary period and requests for credit will be evaluated and a determination made on or before the end of the probationary period when the reports covering actual on-the-job performance can be evaluated. Requests for such credit will not be considered at any other time. Exemption will be given to activated Reservists and National Guard Members.
- 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.

VII. PROBATIONARY PERIOD

The first 500 hours or 6 months (whichever occurs first) of the term of apprenticeship under which the Apprentices can be canceled by either party without stated cause during this time.

After the probationary period, the Agreement may be canceled at the request of the Apprentice; or may be suspended, canceled or terminated by the Committee for good cause with due notice to the Apprentice, and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Registration Agency of the final action taken. Apprentices will be advised of their appeal rights to the Nevada State Apprenticeship Council.

VIII. TERM OF APPRENTICESHIP

The term of apprenticeship shall be a period of 2000 hours (approximately 2 years) which is a time and/or competency based program of reasonably continuous employment and on the job training, supplemented by the required hours of related technical instruction.

IX. SUPPLEMENTAL RELATED INSTRUCTION

- A. The Committee shall annually schedule courses of instruction in subjects related to the trade, and each apprentice shall be required to enroll in and attend all sessions scheduled during each year of apprenticeship. Not less than 144 hours of such instruction shall be scheduled each year.

- B. Failure of apprentices to fulfill their obligations as to related instruction attendance and progress shall constitute just cause for disciplinary action by the designee. Therefore, if apprentices are unable to attend sessions due to illness or other just cause, they shall be required to obtain an official excuse from the Committee or its designated representative.
- C. Hours spent in related instruction shall not be counted as hours of work.
- D. Related Instruction Curriculum/Check list:
See Attachment # 2.

X. ON-THE-JOB TRAINING AND EXPERIENCE

- A. Under the supervision of a qualified journeyman, each apprentice shall be given such practical experience and training in the various branches and job processes of the trade as is necessary to develop a proficient and skilled journeyman. The schedule of work experience to be received is set forth in “Attachment #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.

XI. DISCIPLINARY ACTION

- A. The Committee shall have authority to discipline an apprentice who fails to comply with the Apprenticeship Agreement or rules and instructions of the Committee, in accordance with Nevada Law and the Committee Policy.

XII. HOURS OF WORK

Apprentices shall work the same number of hours as journeymen within the ratio employed in the trade. Only actual hours worked will be credited on the term of apprenticeship.

XIII. APPRENTICE WAGES

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

1 st 500 hrs	60% of	journeyman's wage
2 nd 500 hrs	70% of	journeyman's wage
3 rd 500 hrs	80% of	journeyman's wage
4 th 500 hrs	90% of	journeyman's wage

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.

XIV. RATIO OF APPRENTICES TO JOURNEYMEN

In order to secure maximum production and to make adequate provisions for apprentices to learn this trade, the following mandatory ratios per jobsite/show number of apprentices to journeymen apply:

- 1 Apprentice - to 9 to start
- 2 Apprentice - to 18 Journeymen
- 3 Apprentices - to 27 Journeymen

For additional journeymen, a continuation of these ratios will apply.

XV. CONTINUITY OF EMPLOYMENT

- A. It is the intent of the Committee to keep apprentices continuously employed; however, if an employer is unable to provide such employment for an apprentice, the Apprentice Coordinator or designee will be notified prior to lay-off so that efforts can be made to place the apprentice with another employer.
- B. Employers shall not summarily discharge an apprentice for any reason without prior notification to the designee 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 designee.

XVI. 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 adjustment as it considers necessary. Persons wishing the Committee to hear such matters should make a request in writing, at least ten (10) calendar days 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 Nevada State Apprenticeship Council, **555 E. Washington, Suite 4900, Las Vegas, NV 89101**

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

Southern Nevada Teamsters Convention Training Trust
4490 Nexus Way, Bldg 2, Suite 102
N. Las Vegas, Nevada 89115
(702) 651-0344

XVII. SUPERVISION OF APPRENTICES

- A. The Committee may employ an Apprentice Coordinator and Field 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 Field Coordinator or designee will ensure that apprentices work under a competent journeyman at all times and each employer shall designate a person who may be a superintendent, foreman or journeyman, to be responsible for the training of apprentices on the job. This person shall, with the advice and assistance of the Committee, be responsible for the apprentices' work experience on the job, the recording and rating of same on forms provided for this purpose, and to see that the apprentice attends the related instruction classes.

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

XVIII. APPRENTICESHIP RECORDS

- A. An individual record will be maintained by the Apprentice Coordinator, showing the status, conduct and progress of each apprentice.
- B. To maintain this record, apprentices will be required to retain all time cards.
- 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.

XIX. APPRENTICE EXAMINATIONS AND COUNSEL

- A. Apprentices may be called before the Committee or its designee 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 without completion of standard performance evaluation by the JATC, or its designee, except with the prior approval of the Committee.

XX. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon successful and satisfactory completion of the requirements of the Apprenticeship Agreement, the Committee will notify the Registration Agency and the USDOL/Office of Apprenticeship to obtain and issue to the Apprentice a “Certificate of Completion of Apprenticeship”.

XXI. CONSULTANTS

- A. Representatives of the Office of Apprenticeship, 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 the Committee’s decisions.

XXII. QUALIFICATIONS FOR EMPLOYERS

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

- 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.

XXIII. RELATION OF STANDARDS TO BARGAINING AGREEMENT

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

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

XXIV. REVISION OF STANDARDS

These Apprenticeship Standards may be revised at any time by the action of the Trustees. Copies of any revisions must be registered and approved by the Registration Agency before becoming effective.

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

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

XXV. CANCELLATION/DE-REGISTRATION OF APPRENTICESHIP STANDARDS

De-registration of a program may be effected upon the voluntary action of the Committee by request for cancellation of the registration, or upon reasonable cause by the Registration Agency instituting formal de-registration procedures in accordance with the provisions of NRS 610, Part 29 CFR 29 (29.7) or 29 CFR 30, E.E.O.

**Attachment 1
On-The-Job Training**

STEP ONE: 500 HOURS

This step requires contact time in Basic Decorating, Aisle Carpet, Basic Freight, Systems, and Basic Installation and Dismantle.

STEP TWO: 500 HOURS

This step requires contact time in the Warehouse, Installation and Dismantle, Decorating, and Booth Carpet.

STEP THREE: 500 HOURS

This step requires contact time in Official, Advanced Installation and Dismantle, and Advanced Decorating.

STEP FOUR: 500 HOURS

This step requires contact time in Advanced Freight, Usage, and at least two of the following areas: Condor Operation, Rigging (non-electrical), Show Site Graphics, Air Freight, Transporting Freight/Usage, Layout, and Installation and Dismantle.

TOTAL OF 2000 HOURS

**Attachment 2
Related Instruction**

FIRST YEAR

CLASS

HOUR REQUIREMENT

1. OSHA General Industry Class

An OSHA approved class on safety in the workplace.

10 Hours

2. Introduction to the Convention Industry

An overview of the convention industry designed to give apprentices knowledge on general information. This class covers procedures for reporting to work, work attire and responsibilities of an industry. This class gives the apprentice an opportunity to voice any questions he or she may have regarding requirements of the apprenticeship program. Budgeting and Customer Service

16 Hours

3. Beginning Decorating

Identifying symbols, usage codes, usage, and furniture. Learning to read work orders and floor plans in regards to decorating. Includes customer service skills.

24 Hours

4. Beginning Systems

Reading a systems blueprint. Identifying the different packages. Identifying all the parts and tools associated with the Systems.

16 Hours

5. Beginning Design and Repair

Teaches apprentices about the safe and proper use of powered hand tools, how to change bits and blades in the tools. Teaches simple shop skills in the use of powered saws, routers, drills and sanders. How to repair and apply laminate finishes, how to repair wood and paint finished booths, and how to fix warped panels.

24 Hours

6. Beginning I&D

Reading blueprints. Identifying different tools and their uses. Identifying various types of hardware and their uses. Recognizing different types of booth construction.

24 Hours

7. Forklift Theory

Forklift safety. OSHA standards. Forklift maintenance. Identifying different types of forklifts and their uses. Propane safety. Load capacities and proper centering techniques.

40 Hours

TOTAL HOURS

154 HOURS

SECOND YEAR

CLASS

HOUR REQUIREMENT

1. Advanced Forklift

Correctly loading box trailers and flats. Filling out the paperwork properly. Logistics. Identifying different ramps and docks. Correct stacking techniques. Move ramp properly and safely.

40 Hours

2. Advanced I&D

Learning how to read complex blueprints. Custom work on the floor: Graphics. Customer service. Problem solving. Learning how to fill out paperwork properly.

40 Hours

3. Lead/Foreman Class

Leadership skills. Identifying and filling out appropriate paperwork. Understanding labor calls and delegating responsibilities. Customer service skills as they apply to lead/foreman positions.

24 Hours

4. First Aid/CPR

Red Cross First Aid/CPR certification.

8 Hours

5. Condor Operating

Operational safety. OSHA standards. Operating techniques, Maneuvering, equipment maintenance and inspection. Learning rigging hand signals. Identifying equipment and different rigging techniques.

40 Hours

6. Rigging

Learn Rigging hand signals, different rigging techniques, equipment safety, safe calculations with regard to load, ceiling load and dynamic Load.

16 Hours

7. Scissor Lift

Operational safety, OSHA standards, and Operating techniques.

8 Hours

TOTAL HOURS MINIMUM

176 HOURS

Attachment 3 Affirmative Action Plan

The SOUTHERN NEVADA TEAMSTERS JATC, (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, creed, sex, (including pregnancy and gender identity), sexual orientation, religion, disability or national origin. To accomplish the purposes of the Nevada State Plan on Equal Employment Opportunities in Apprenticeship, the Committee pledges to take affirmative action to encourage minorities and women to apply for the apprenticeship program.

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

- I. Announcement of apprenticeship opportunities shall be made at least thirty (30) days prior to the earliest date of acceptance of application. Applications shall be accepted for a period of not less than 10 working days.

Announcement shall be made to:

 - a) Nevada State Apprenticeship Council
 - b) Office of Apprenticeship
 - c) Nevada Employment Services in each of their offices in the Committee's jurisdiction
 - d) Representative groups identified with minority and/or women
 - e) Such other appropriate groups as directed by the Nevada State Apprenticeship Council, i.e., newspaper, radio, etc.
- II. Participation in workshops conducted by the Nevada State Apprenticeship Council, Bona fide organizations of Apprenticeship Coordinators for the purpose of furthering apprenticeship training opportunities available.
- III. Cooperation with local school boards and vocational education systems to develop a familiarization with the needs of the industry and the qualifications required to apprentices.
- IV. The Committee shall communicate this plan to its membership, signatory contractors and participating parties to promote understanding, acceptance and support amongst the parties.
- V. Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.

ATTACHMENT 3 – AFFIRMATIVE ACTION PLAN (*Continued*)

- VI. Engage in such other activities that may further the entry of minorities and/or women into apprenticeship.
- VII. 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.
- VIII. 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.
- IX. Direct placement shall be permitted for **graduates** of the Job Corps with prior approval from the Nevada State Apprenticeship Council and concurrence with the Office of Apprenticeship.

Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military may be given direct entry into the apprenticeship program. The Sponsor will evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Sponsor will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of veterans will be done without regard to race, color, religion, national origin, or sex. (*Note: This is a method of direct entry into the apprenticeship program.*)

Direct Placement shall be permitted to an employee of a non-signatory employer in the Convention Industry not qualifying as a journey worker, when the employer becomes signatory. The employee shall be evaluated by the JATC or a designee and indentured at the appropriate period of apprenticeship based on previous work experience and related training.

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

a.) **Utilization of Minorities**

Southern Nevada

(1) Minority Labor Force
Total Labor Force

36 %

(2) Minority Apprentices Goals

N/A

b.) **Utilization of Women**

(1) Female Labor Force
Total Labor Force

44.3 %

(2) Female Apprentices Goals

N/A

Attachment 4 Selection Procedure

In accordance with Code of Federal Regulation Title 29, Part 30-Equal Employment Opportunity in Apprenticeship and Training, Selection Procedure #4, Alternative Selection Method is selected, with random ranking component.

Selection of Apprentices under the program shall be made from qualifications alone and without regard to race, color, creed, sex, (including pregnancy and gender identity), sexual orientation, religion, age, disability or national origin.

Program will advertise program openings. Individuals selected must be at least 18 years of age, successfully pass an orientation workshop or “Boot Camp” upon offer of indentureship, have a high school diploma or high school equivalency at time of application in its entirety, complete a math exam, reading exam, writing exam, be physically able to perform all work of the trade with reasonable accommodations and pass a drug test upon offer of indentureship.

Apprenticeship applications will be reviewed by the SNTCTT or designee and oral interviews will be conducted. Insofar as it is within the sponsor’s control, sponsors should not create lists far in excess of potential annual openings. Therefore, all applicants achieving a cumulative point total of 65 based on the Rating Factors listed on the next page will be interviewed.

All interviewed applicants are scored and placed into the pool of candidates.

All recommended applicants will be ranked according to point total and the openings will be filled from this list.

Non selected ranked applicants will be placed according to point total and re-ranked during any new opening within a two year period.

Rating Factors for Apprentices Selection

The composite score on all factors, including the interview, determine the relative standing of each individual in relation to the list of applicants approved.

All applicants meeting the 65 qualifying will be interviewed. Those receiving a recommended for program rating, will be placed on the ranking list in the order in which they will be selected in rank order beginning with the highest rating.

NOTE: In order to comply with the provision of the Nevada EEO State Plan and Code of Federal Regulation (29CFR, A, Part 30) records pertaining to the applications, selection and training shall be maintained for 5 years to permit review of program operations under this regulation.

SUBJECT	MAXIMUM POINTS	POINTS EARNED
1) Previous Trade Related training, i.e., forklift, boomlift, scissor lift, OSHA 10hr, Class A, I&D Certification or other apprentice program	10	
2) Good grades in subjects studied. (2.0 or higher) This may include post-secondary education	5	
3) Past work experience		
Having 500 hours in the trade	5	
Having 1000 hours in the trade	10	
4) General Aptitude Test		
Math	25	
Reading	25	
Writing	25	
5) Oral Interview	10 to 100	
TOTAL POINTS	75 to 205	

OFFICIALLY ADOPTED

The foregoing Guideline Apprenticeship Standards were approved by the Nevada State Apprenticeship Council for participating employers of the TEAMSTERS UNION LOCAL 631 CONVENTION INDUSTRY.

Union Co-Chair _____



Employer Co-Chair _____



Approved at registered with the Nevada State Apprenticeship Council
this _____ day of _____, 2016

Nevada Labor Commissioner

Program Number NV004010037