

CHAPTER 20
 Uniformed Traffic Control Officer and Flagging Hours
 Rent Equipment, Pilot Car, Survey Crew, Traffic Control Supervisor,
 Office Space and Biologist
 Trainee Hours

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**DOCUMENTATION REQUIREMENT
SECTION A
UNIFORMED TRAFFIC CONTROL OFFICER
FLAGGING HOURS**

Flagging and uniformed traffic control officer hours shall be documented on a UNIFORMED TRAFFIC CONTROL OFFICER & DAILY FLAGGING HOURS sheet (Form No. 040-036) completed and signed daily as illustrated on pages 20-2 and 20-3. Every flagger is required to have a flagging card obtained by attending a certified flagging class through the university system.

The UNIFORMED TRAFFIC CONTROL OFFICER & DAILY FLAGGING HOURS sheet shall be prepared and signed by the **Inspector** at the end of each shift and signed by the Contractor. The **Inspector** shall check the appropriate box in the upper left-hand corner, check the expiration date on each flagger's card, enter a complete location (**station or cross streets**), AEB#, hours worked, and **an explanation as to why the flaggers were required**. A separate sheet may be prepared for each AEB or several AEBs may be documented on one sheet, providing the hours in each AEB are identified as illustrated on page 20-3. It shall be turned in to the field office daily and a copy made for the contractor.

The form shall be checked, signed by the **Officeperson** and posted on a spreadsheet as illustrated on page 20-4. Final totals are required on every column except the date and payment no. column. The pay quantity each cycle shall be the accumulation of hours for that two week period.

NHP will be paid by Force Account, as illustrated in Chapter 3 (Force Account Work). When paid as FA, payment will be invoice plus 10%, providing the cost/hour is reasonable. If the cost is not reasonable, contact Headquarters Construction and a change order may be written to change the item and unit.

Contracts not on the interstate will use security or traffic control companies to control traffic. A request to sublet, subcontract, and certified payrolls are required. Uniformed traffic control officers will be paid the same wage as flaggers.

The AEB number shall be indicated on each sheet and the significant figure is to the nearest one-half (0.5) hour.

The UNIFORMED TRAFFIC CONTROL OFFICER & DAILY FLAGGING HOURS sheets shall be filed in Section 1-Contract Files, Division No. 11 as described in Chapter 1 (Organization of Project).

To setup the files the items shall be found in the contract plans on the Estimate of Quantities, as illustrated in Chapter 2 (Setting up a Contract, Book Format, etc.).

It is important that all records be kept in a neat and legible manner.

Flagger sheets must be originals, copies will not be accepted.

Forms change periodically, please assure that you are using the most current form available, see Chapter 26 (Distribution of Documents).

**UNIFORMED TRAFFIC CONTROL OFFICER
FLAGGING HOURS
SPREADSHEET**

All uniformed traffic control officer and flagging hours shall be posted on a **spreadsheet** by the Officeperson as illustrated below. There shall be only one item per spreadsheet. The significant figure is the nearest one-half (0.5) hour. Each day shall be listed separately and a final total is required on every column except the date and payment no. column. The UNIFORMED TRAFFIC CONTROL OFFICER AND FLAGGING HOURS sheets shall be kept in order as listed on the spreadsheet. The spreadsheet and the UNIFORMED TRAFFIC CONTROL OFFICER AND FLAGGING HOURS sheets shall be filed in Section 1-Contract Files, Division No. 11 as described in Chapter 1 (Organization of Project).

The yellow side of the spreadsheet is for posting the UNIFORMED TRAFFIC CONTROL OFFICER AND FLAGGING HOURS sheets. The green side is for posting what has been paid on the Turnaround Document. If an error is found at a later date on the UNIFORMED TRAFFIC CONTROL OFFICER AND FLAGGING HOURS sheets, the correction is to be made to the original entry on the yellow side. **Do not make a new entry at the bottom of the spreadsheet on the yellow side.** If the correction shall affect the Turnaround Document then the correction will be made on the next progress payment and shall be entered on the green side of the spreadsheet.

Note: colors are for reference only and are not required on actual spreadsheets.

CONTRACT NO. 3247 ITEM NO. 624 0004 - FLAGGING PLAN QUANTITY = 2,000.0 HOURS										
DATE	AEB #1 TOTAL	AEB #2 TOTAL	AEB #9 TOTAL	DAILY TOTAL	ACCUM TOTAL	AEB #1 PAY TOTAL	AEB #2 PAY TOTAL	AEB #9 PAY TOTAL	ACCUM PAY TOTAL	PAYMENT NO.
5/8/2009	25.0			25.0	25.0					
5/9/2009		30.0		30.0	55.0					
5/10/2009		43.0		43.0	98.0					
5/11/2009		75.0		75.0	173.0					
5/12/2009		40.0		40.0	213.0					
5/15/2009		25.0		25.0	238.0					
5/16/2009		52.0		52.0	290.0					
5/17/2009		20.0		20.0	310.0					
5/18/2009		32.0		32.0	342.0					
5/19/2009		15.0		15.0	357.0	25.0	332.0		357.0	46
5/22/2009	25.0			25.0	382.0					
5/23/2009	51.0			51.0	433.0					
5/24/2009	47.0			47.0	480.0					
5/25/2009		45.0		45.0	525.0					
5/30/2009		32.0		32.0	557.0					
5/31/2009		17.0	20.0	37.0	594.0					
6/1/2009		27.0	30.0	57.0	651.0					
6/2/2009	35.0		19.0	54.0	705.0	158.0	121.0	69.0	705.0	47
6/5/2009	25.0	30.0	25.0	80.0	785.0					
6/7/2009		58.0	19.0	77.0	862.0					
6/12/2009	20.0	55.0	10.0	85.0	947.0					
6/15/2009		45.0		45.0	992.0					
6/17/2009		64.0		64.0	1056.0					
6/20/2009		67.0		67.0	1123.0					
7/5/2009		20.0		20.0	1143.0					
7/10/2009	20.0	45.0	10.0	75.0	1218.0					
7/12/2009	25.0	30.0		55.0	1273.0	90.0	414.0	64.0	1273.0	49
7/18/2009		55.0	60.0	115.0	1388.0					
7/20/2009		61.0		61.0	1449.0					
7/25/2009		75.0		75.0	1524.0					
8/15/2009		80.0		80.0	1604.0					
8/20/2009	15.0	60.0	20.0	95.0	1699.0					
8/29/2009		75.0		75.0	1774.0					
9/3/2009		81.0		81.0	1855.0	15.0	487.0	80.0	1855.0	52
9/5/2009		65.0		65.0	1920.0					
9/20/2009	16.0			16.0	1936.0					
9/25/2009	19.5	20.0	25.0	64.5	2000.5					
9/31/2009	9.5	15.0		24.5	2025.0	45.0	100.0	25.0	2025.0	53
FINAL TOTALS	333.0	1454.0	238.0	2025.0	2025.0	333.0	1454.0	238.0	2025.0	

**DOCUMENTATION REQUIREMENT
SECTION B
RENT EQUIPMENT, PILOT CAR, SURVEY CREW,
TRAFFIC CONTROL SUPERVISOR
(PAID BY THE HOUR)**

Rent equipment, pilot car, survey crew, and traffic control supervisor shall be documented on the RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheet (Form No. 040-037) completed and signed daily as shown on pages 20-6 thru 20-8.

The equipment sheet shall be prepared and signed by the **Inspector** at the end of each shift and signed by the Contractor. **Make sure to circle the appropriate unit of payment – hours / days / month.** It shall be turned in to the field office daily and a copy made for the Contractor. The form shall be checked, signed by the **Officeperson** and posted on a spreadsheet as illustrated on page 20-9. Final totals are required on every column except the date and payment no. column. The pay quantity each cycle shall be the accumulation of hours/days/month for that two week period.

A separate form shall be prepared for each different type of equipment being used (loader, motor grader, dump truck, pilot car, etc.). Only one piece of equipment shall be listed on each line. If more than one piece of the same equipment is utilized the same day, each must be listed separately and the hours for each listed separately as illustrated on pages 20-7.

Rental of equipment is measured by time within one-half (.5) hour of actual working time and necessary traveling time of the equipment within the limits of the contract. If equipment has been ordered on the job on a standby basis by the engineer, half-time rates for the equipment will be paid. Refer to subsection 109.01 of the Standard Specifications for Road and Bridge Construction (Silver book), for further explanations of standby rates.

On any given day, the documented hours for each piece of equipment cannot exceed the number of hours in a day (24 hours).

The AEB number shall be indicated on each sheet and the significant figure is to the nearest one-half (0.5) hour.

The RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets shall be filed in Section 1-Contract Files, Division No. 10 as described in Chapter 1 (Organization of Project).

To setup the files the items shall be found in the contract plans on the Estimate of Quantities, as illustrated in Chapter 2 (Setting up a Contract, Book Format, etc.).

It is important that all records be kept in a neat and legible manner.

RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets must be originals, copies will not be accepted.

Forms change periodically, please assure that you are using the most current form available, see Chapter 26 (Distribution of Documents).

An illustration for Traffic Control Supervisor by the hour listing one AEB number.

DATE 10-3-09

STATE OF NEVADA
 DEPARTMENT OF TRANSPORTATION
**RENT EQUIPMENT, PILOT CAR, SURVEY CREW,
 TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST**

CONTRACT NUMBER: 3300

DESCRIPTION	AEB #	<u>HOURS</u> / DAYS / MONTH
Traffic Control Supervisor	1	8.0
TOTAL:		8.0

Total checked and posted by Sally Fields
 Officeperson

Approved: Tom Jones
 Contractor's Representative

Approved: Sam Edwards
 State's Representative

**NOTE: USE A SEPARATE SHEET FOR EACH BID ITEM.
 CIRCLE THE APPROPRIATE UNIT (HOURS/ DAYS/ MONTH)**

NDOT 040-037
 Rev 6/09

**DOCUMENTATION REQUIREMENT
SECTION C
TRAFFIC CONTROL SUPERVISOR AND BIOLOGIST
(PAID BY THE DAY)**

Traffic control supervisor and biologist shall be documented on the RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheet (Form No. 040-037).

The equipment sheet shall be prepared and signed by the **Inspector** at the end of a two week pay period and signed by the Contractor as illustrated on pages 20-11 and 20-12. **Make sure to circle the appropriate unit of payment - hours / days / month.** It shall be turned in to the field office by the Friday cut-off day, for the progress payment and a copy made for the Contractor. The form shall be checked, signed by the **Officeperson** and posted on a spreadsheet as illustrated on page 20-13. Final totals are required on every column except the date and payment no. column. The pay quantity each cycle shall be the accumulation of days for that two week period.

When preparing a sheet for traffic control supervisor and biologist (paid by the day), it is acceptable to document up to two weeks (coinciding with each payment cycle) on one sheet as illustrated on pages 20-11 and 20-12. **These are the only items that can be paid in this manner.** When posting on the spreadsheet, in the date column, the beginning and ending dates shall be listed and the total days will be posted under the appropriate AEB# as illustrated on page 20-13.

If the dates the traffic control supervisor or biologist works coincides with the dates of the contract, an explanation is required if a day is not charged.

The AEB number shall be indicated on each sheet and the significant figure is to the whole number (1), unless payment is split between two AEB numbers, then the significant figure is (0.5) on each AEB number to equal a whole number.

The RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets shall be filed in Section 1-Contract Files, Division No. 10 as described in Chapter 1 (Organization of Project).

To setup the files the items shall be found in the contract plans on the Estimate of Quantities, as illustrated in Chapter 2 (Setting up a Contract, Book Format, etc.).

It is important that all records be kept in a neat and legible manner.

RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets must be originals, copies will not be accepted.

Forms change periodically, please assure that you are using the most current form available, see Chapter 26 (Distribution of Documents).

**TRAFFIC CONTROL SUPERVISOR AND BIOLOGIST
(PAID BY THE DAY)
SPREADSHEET**

Traffic control supervisor and biologist shall be posted on a **spreadsheet** by the Officeperson as illustrated below. There shall be only one item per spreadsheet. Up to fourteen (14) days shall be listed in the date column as illustrated below and a final total is required on every column except the date and payment no. column. The significant figure is to the whole number (1) unless payment is split between two AEB numbers, then the significant figure is (0.5) on each AEB number to equal a whole number. The traffic control supervisor sheets shall be kept in order as listed on the spreadsheet. The spreadsheet and the RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets shall be filed in Section 1-Contract Files, Division No. 10 as described in Chapter 1 (Organization of Project).

The yellow side of the spreadsheet is for posting the RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets. The green side is for posting what has been paid on the Turnaround Document. If an error is found at a later date on the RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets, the correction is to be made to the original entry on the yellow side. **Do not make a new entry at the bottom of the spreadsheet on the yellow side.** If the correction will affect the Turnaround Document then the correction shall be made on the next progress payment and shall be entered on the green side of the spreadsheet.

Note: colors are for reference only and are not required on actual spreadsheets.

CONTRACT NO. 3247								
ITEM NO. 624 0016 - TRAFFIC CONTROL SUPERVISOR								
PLAN QUANTITY = 300 DAYS								
320 per c.o. #10								
DATE	AEB #2 TOTAL	AEB #9 TOTAL	BI-WEEKLY TOTAL	ACCUM TOTAL	AEB #2 PAY TOTAL	AEB #9 PAY TOTAL	ACCUM PAY TOTAL	PAYMENT NO.
5/10/09-5/23/09	14.0		14.0	202.0	14.0		202.0	44
5/24/09-6/06/09		14.0	14.0	216.0		14.0	216.0	45
6/07/09-6/20/09	14.0		14.0	230.0	14.0		230.0	46
6/21/09-7/04/09	14.0		14.0	244.0	14.0		244.0	47
7/05/09-7/18/09	14.0		14.0	258.0	14.0		258.0	48
7/19/09-8/01/09	7.0	7.0	14.0	272.0	7.0	7.0	272.0	49
8/02/09-8/15/09	7.0	7.0	14.0	286.0	7.0	7.0	286.0	50
8/16/09-8/29/09	7.0	7.0	14.0	300.0	7.0	7.0	300.0	51
8/30/09-9/12/09	6.0		6.0	306.0	6.0		306.0	52
9/13/09-9/26/09	14.0		14.0	320.0	14.0		320.0	53
FINAL TOTAL	229.0	91.0	320.0	320.0	229.0	91.0	320.0	

**DOCUMENTATION REQUIREMENT
SECTION D
OFFICE SPACE
(PAID BY THE MONTH)**

Office space shall be documented on the RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheet (Form No. 040-037) as illustrated on pages 20-15.

The equipment sheet shall be prepared and signed by the **Inspector or Officeperson** for each month and signed by the Contractor. **Make sure to circle the appropriate unit of payment – hours / days / month.** A copy shall be made for the Contractor. The form shall be checked, signed by the **Officeperson** and posted on a spreadsheet as illustrated on page 20-16. Final totals are required on every column except the date and payment no. column. The pay quantity for **every other** pay cycle shall be the accumulation of days for that month.

When preparing a sheet for office space (paid by the month), it is acceptable to document the month on one sheet as illustrated on page 20-15. When posting on the spreadsheet, in the date column, the beginning and ending dates for the month shall be listed and the month will be posted under the appropriate AEB# as illustrated on page 20-16.

The AEB number shall be indicated on each sheet and the significant figure is to increments of (0.25), (0.5), (0.75), or to the whole number (1).

The RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets shall be filed in Section 1-Contract Files, Division No. 10 as described in Chapter 1 (Organization of Project).

To setup the files the items shall be found in the contract plans on the Estimate of Quantities, as illustrated in Chapter 2 (Setting up a Contract, Book Format, etc.).

It is important that all records be kept in a neat and legible manner.

RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets must be originals, copies will not be accepted.

Forms change periodically, please assure that you are using the most current form available, see Chapter 26 (Distribution of Documents).

**OFFICE SPACE
(PAID BY THE MONTH)
SPREADSHEET**

Office space shall be posted on a **spreadsheet** by the Officeperson as illustrated below. There shall be only one item per spreadsheet. Each month shall be listed separately and a final total is required on every column except the date and payment no. column. The significant figure is to increments (0.25), (0.5), (0.75), or to the whole number (1). The office space sheets shall be kept in order as listed on the spreadsheet. The spreadsheet and the RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets shall be filed in Section 1-Contract Files, Division No. 10 as described in Chapter 1 (Organization of Project).

The yellow side of the spreadsheet is for posting the RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets. The green side is for posting what has been paid on the Turnaround Document. If an error is found at a later date on the RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL SUPERVISOR, OFFICE SPACE AND BIOLOGIST sheets, the correction is to be made to the original entry on the yellow side. **Do not make a new entry at the bottom of the spreadsheet on the yellow side.** If the correction will affect the Turnaround Document then the correction shall be made on the next progress payment and shall be entered on the green side of the spreadsheet.

Note: colors are for reference only and are not required on actual spreadsheets.

CONTRACT NO. 3247 ITEM NO. 624 0151 - OFFICE SPACE PLAN QUANTITY = 12 MONTHS								
DATE	AEB #2 TOTAL	AEB #9 TOTAL	MONTHLY TOTAL	ACCUM TOTAL	AEB #2 PAY TOTAL	AEB #9 PAY TOTAL	ACCUM PAY TOTAL	PAYMENT NO.
10/01/08-10/31/08	0.50	0.50	1.00	1.00	0.50	0.50	1.00	32
11/01/08-11/30/08	1.00		1.00	2.00	1.00		2.00	34
12/01/08-12/31/08	1.00		1.00	3.00	1.00		3.00	36
1/01/09-1/31/09	1.00		1.00	4.00	1.00		4.00	38
2/01/09-2/28/09	1.00		1.00	5.00	1.00		5.00	40
3/01/09-3/31/09	0.50	0.50	1.00	6.00	0.50	0.50	6.00	42
4/01/09-4/30/09	1.00		1.00	7.00	1.00		7.00	44
5/01/09-5/31/09	1.00		1.00	8.00	1.00		8.00	46
6/01/09-6/30/09	1.00		1.00	9.00	1.00		9.00	48
7/01/09-7/31/09	0.50	0.50	1.00	10.00	0.50	0.50	10.00	50
8/01/09-8/31/09	1.00		1.00	11.00	1.00		11.00	52
9/01/09-9/30/09	0.50	0.50	1.00	12.00	0.50	0.50	12.00	54
Final Totals	10.00	2.00	12.00	12.00	10.00	2.00	12.00	

**DOCUMENTATION REQUIREMENT
SECTION E
TRAINEE HOURS**

Trainee hours shall be documented on a WEEKLY TRAINEE REPORT (Form No. 040-042) completed and signed weekly as illustrated on page 20-18.

Most of the information entered on the weekly sheet can be derived from the Contractor's certified payrolls, i.e., week ending date, trainee's name, classification, employer, and daily and weekly hours.

The WEEKLY TRAINEE REPORT shall be checked and signed by the **Officeperson** and posted on a spreadsheet as illustrated on page 20-21. The WEEKLY TRAINEE REPORT shall be filed in Section 1-Contract Files, Division No. 9 as described in Chapter 1 (Organization of Project).

An apprenticeship agreement, as shown on pages 20-19 and 20-20, is required for each trainee. On any given trainee report the apprenticeship agreements for employees listed **must be received before payment can be made.**

To setup the files the items shall be found in the contract plans on the Estimate of Quantities, as illustrated in Chapter 2 (Setting up a Contract, Book Format, etc.). The significant figure is to the nearest one-half (0.5) hour.

The WEEKLY TRAINEE sheets are in Sharepoint and the stockroom. The forms must have original signatures if using the form on Sharepoint or must be originals if using the forms from the stockroom, copies will not be accepted.

Check the Special Provisions for the contract, sub-section 107.01, to see if an electronic certified payroll is being use. If so contact Contract Compliance for assistance.

If the contract is using an electronic certified payroll system and in that system there is a report showing the following: each trainee listed separately under the company's name, hours worked by each trainee, a subtotal for each company, and a grand total for all the companies, then the report can replace the WEEKLY TRANEER REPORT (Form No. 040-042) and the spreadsheet.

Forms change periodically, please assure that you are using the most current form available, see Chapter 26 (Distribution of Documents).

The **Officeperson** shall record the ending date from the Contractor's payroll, the contract number, project number, review the Contractor's certified payrolls and record all trainees listed, with classification and employer, check to assure that each trainee has an apprentice agreement on file, sign and date the form.

WEEKLY TRAINEE REPORT (FHWA ORDER INTERIM 7-2/2/)	REPORT FOR WEEK ENDING <u>9/18/2009</u>	CONTRACT NC <u>3247</u> PROJECT NO. <u>STP-0160(016)</u>						
TRAINEE'S NAME, CLASSIFICATION AND EMPLOYER	AGREEMENT ON FILE - YES/ NO	DAILY HOURS OF TRAINING						
		S	M	T	W	T	F	S
1 Steven Nagy App. #5 Joe's Lighting Co.	YES				3.0	5.0	2.0	
		WEEKLY TOTAL: 10.0						
2 Jose Flores App #7 Joe's Lighting Co.	YES		2.5	2.5	4.0			
		WEEKLY TOTAL: 9.0						
3 Jill Watt App #7 Joe's Lighting Co.	YES		4.0	7.0	5.0	3.0	8.0	
		WEEKLY TOTAL: 27.0						
4								
		WEEKLY TOTAL:						
5								
		WEEKLY TOTAL:						
6								
		WEEKLY TOTAL:						
7								
		WEEKLY TOTAL:						
		TOTAL WEEKLY HOURS: 46.0						

Signature of State Representative Cheri Brown Date 9/25/09
NDOT 040-042 (Rev 9-09)

STATE OF NEVADA
NEVADA STATE APPRENTICESHIP COUNCIL
1445 Hot Springs Road, Suite 108
Capitol Complex
Carson City, Nevada 89710

APPRENTICESHIP AGREEMENT

(Please type or print when completing this form)

THIS AGREEMENT, entered into this 8th day of January, 2009, between
AMERICAN LIGHTING ASSOCIATION
Name of Program Sponsor

hereinafter referred to as the PROGRAM SPONSOR and
Jill P. Watt
Name of Apprentice

S.S. No. 555-99-2000, born 08/03/82, hereinafter referred to as APPRENTICE.
Month/Day/Year

VETERAN STATUS:

- Non-Veteran
 Vietnam-Era Veteran
(8/5/64 to 5/7/75)
 Other Veteran

ETHNIC DERIVATION:

- Black (Not Hispanic) Hispanic
 American Indian or Alaskan Native White (Not Hispanic)
 Asian or Pacific Islander Other

CREDIT FOR PREVIOUS EXPERIENCE:

.....Hours
.....Months
.....Years

SEX:

- Male
 Female

WITNESSETH that the PROGRAM SPONSOR and the APPRENTICE desire to enter into an agreement of apprenticeship and, therefore, in consideration of the premises and of the mutual covenants herein contained, do hereby mutually covenant and agree as follows:

That the PROGRAM SPONSOR shall employ and teach the APPRENTICE the trade or craft of Electrical

in conformity with the terms and conditions set forth on the reverse side of this Agreement and made a part hereof;

That the apprenticeship term begins on the 8th day of January, 2009, and terminates upon the completion by the APPRENTICE of 8000 HOURS (years or hours) of employment for said PROGRAM SPONSOR in said trade or craft, as stipulated on the reverse side of this Agreement;

That either party may terminate the Agreement by submitting written notification of termination to the approving agency; but, if such notification is submitted after completion of the probationary period (stipulated on the reverse side hereof), the reasons for termination shall be given. Due notice thereof must be given to the APPRENTICE, as well as an opportunity to be heard and reasonable opportunity for corrective action. The provisions on the reverse side of this form are acknowledged as a binding part of this Agreement by the signators; and

The terms of the Nevada State apprenticeship statutes, regulations and standards are incorporated as a binding part of this Agreement and are acknowledged by the signators; and

That the APPRENTICE shall not be discriminated against with respect to hire, advancement, compensation or other terms, conditions or privileges of employment because of race, color, religion, creed, national origin or ancestry, sex, age, or occupationally irrelevant physical requirements.

IN WITNESS WHEREOF, the parties hereto have set their hands on the dates indicated below:

Jill P. Watt 1/8/09
Apprentice Signature Date

AMERICAN LIGHTING ASSOCIATION
Program Sponsor

Jill P. Watt
Apprentice's Name

By Jim Light 1/8/09
Officer's Signature Date

2001 Dimmer Way
Street Address

JIM LIGHT, SR
Officer's Name

Sparks, NV 89433
City, State, Zip Code

999 RECESSED AVENUE
Street Address

Parent or Guardian if Apprentice is a Minor

RENO, NV 89509
City, State, Zip Code

Registered by the Nevada State Apprenticeship Council on JAN 11 2009

DA Bright
Director of Apprenticeship

(The parties whose signatures appear hereon acknowledge the statements on the reverse side of this form)

Rev 11/09

TERMS AND CONDITIONS

1. TERM OF APPRENTICESHIP AND PERIOD OF PROBATION:

Two years

2. MAJOR PROCESSES IN WHICH THE APPRENTICE IS TO RECEIVE INSTRUCTION AND EXPERIENCE: *(Under this heading state the different branches of the trade to be taught and the approximate time the APPRENTICE shall work at each branch.)*

a. When the PROGRAM SPONSOR is an association of employers and/or an organization of employees and not an individual employer, the association of employees does not assume the obligations of an employer, but agrees to use their best endeavors to procure employment and training for the APPRENTICE with one or more employers who will accept full responsibility as the employer for all terms and conditions of employment and training set forth in this Apprenticeship Agreement.

3. GRADUATED SCALE OF WAGES TO BE PAID THE APPRENTICE: *(The apprentice rate is by percentage of the journeyman's rate unless otherwise indicated.)*

INTERVAL: 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th

Period and Rate:

4. NUMBER OF HOURS PER DAY AND TOTAL NUMBER OF HOURS PER WEEK TO BE WORKED BY THE APPRENTICE:

8.00 hours per day
40.00 hours per week

5. NUMBER OF HOURS OF SCHOOL INSTRUCTION PER YEAR TO BE ATTENDED BY APPRENTICE: *(144 hours per year is the minimum requirement.)*

150 hours

6. SPECIAL PROVISIONS: *(Write here any terms and conditions not elsewhere stated in this Agreement.)*

7. All controversies or differences concerning the Apprentice Agreement which cannot be adjusted locally shall be submitted to the State Apprenticeship Council for determination as provided in NRS 610.180.

