



November 26, 2019

Mayor Chuck Fewell
Board of Works and Public Safety
10 South State Street
Greenfield, IN 46140

Re: Apprentice Wage Progression – Gary Holt

Mayor and Board Members,

Gary Holt has successfully completed another milestone of our Wastewater Apprenticeship Program. Upon approval of the Board of Works, the apprenticeship worker is eligible for his next salary advancement as approved and listed in our Apprenticeship Program.

From the onset of his current 1000 hour period, a number of On-The-Job-Training (OJT) hours were completed by this apprenticeship employee. In tracking his OJT time, each hour of his workday was listed in one of nine categories that carry various time requirements. Some are less than 50-hours, while others are over 1,000-hours for the entire program. Weekly training logs were submitted to his immediate supervisors for review and have been entered in our computer tracking system.

The OJT hours are separate from the On-The Job-Learning (OJL) annual requirements of 144-hours, which must be completed by the end of the year. These hours are offered by several vendors, the Greenfield Fire Department, the Indiana Water Environment Association and others. Steve and Michael have done an excellent job in their prospective areas of training.

As part of the program's requirements, each apprentice worker must also pass skill tests witnessed by their immediate supervisor and the apprenticeship review committee. These skill tests are associated with an apprentice's knowledge and experience level, providing proof that they have learned and are retaining proper work habits.

Gary Holt is eligible for the 4000 hour wage progression.

The following wages are in accordance with our Apprenticeship Program for the Wastewater Utility. Section XI – Title 29 CFR 29.5(b) (5) and Section XII – Title 29 CFR 29.5(b) (12) and 30.4(c) (8) of the program are guidelines for the wage progressions of our apprentice workers. I am requesting that the following changes be effective for the current pay period, which began October 19, 2019.

Wastewater Utility
809 South State Street: Greenfield, Indiana 46140
wwtp@greenfieldin.org
Phone 317-477-4360 Fax 317-477-4361



6000 Hour Apprenticeship Wage Progression

Name	Hours	Current Title/Salary	Updated Title/Salary
Gary Holt	4000	Apprentice Operator V \$22.84	Apprentice Operator VI \$24.35

This updated pay rate would be effective with the pay period beginning November 30, 2019.

Please let me know if there are any questions regarding these requests.

Best Regards,

A handwritten signature in black ink, appearing to read "Nicholas Dezelan".

Nicholas Dezelan, CHMM, ASP
Wastewater Utility Manager

cc: Michael Fruth, Utility Director
Mitch Ripley, Human Resources Director